

**UNACCEPTABLE SPECIMENS (US)**

- Hemolyzed
- Incorrect specimen collected
- QNS (i.e. PTs and ESRs)
- > 30 ml UCTNG
- Mislabeled/unlabeled specimens
- Formed stool sent to RRL
- Specimens sent on wrong day (i.e. TCells)
- Wrong tube drawn
- Label on wrong tube (i.e. SST label on purple, purple label on SST)
- Under/over filled tubes
- Thawed specimen/specimen sent unfrozen
- Specimen sent unspun
- Clotted specimens

**FAILURE TO FOLLOW PROTOCOL (FFP)**

- Differential required, not performed
- Manual diff performed, auto reported
- Specimen not separate per protocol
- Icto/Clinitest indicated, not performed
- Ordered STAT, not performed on site
- EDTA and Citrate for Plt Clumper sent to RRL
- Alert Value not called or documented
- Hemolysis check not performed prior to verification
- Uninoculated urine culture plates

**MISSING INFORMATION (MI)**

- Missing identifiers (two are required)
- Missing /wrong requisition
- Specimen sent without orders
- Requisition not completely filled out

**NO SPECIMEN RECEIVED (NSR)**

- Specimen on transfer List but not received at testing location
- Specimen collected in patient care area and not received in lab

**INCORRECT/NO SPECIMEN DRAWN (INS)**

- Label dispatched but container not collected
- Wrong test entered in DOE from a requisition
- Syringe submitted for testing

**MISLABELED SPECIMEN (MLS)**

- Double labeled specimen

**IMPROPER SPECIMEN HANDLING (ISH)**

- Specimen routed to wrong clinic for testing
- Specimen not placed in red STAT bag
- Specimen not processed for weekend storage
- Culture left overnight at room temperature
- Specimen not checked at MOL (i.e. unlabeled pap received at RRL)

**COMPROMISED SPECIMEN INTEGRITY (CSI)**

- Broken tubes
- Specimen stored at wrong temperature
- Wrong swab used
- Swab left in broth

**TRANSFER LIST ERRORS (TLE)**

- Specimen not on Transfer List/Handwritten Accn on TL
- Tracked specimen pulled back to MOL
- CBC routed to Molis WAM instead of Molis WAM Orders
- Fractured CBC – CBC routed, not differential
- Number of specimens on TL and in bag do not match
- Bucket List protocol not followed
- Transfer List not logged in

**OTHER**

- \_\_\_\_\_



**QA REPORT**

Date: \_\_\_\_\_ Occurrence Location: \_\_\_\_\_

Completed By: \_\_\_\_\_

Location of Reporting Party: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Review Required? Y N

**Circumstances of the Variance:**

Patient name and ID: \_\_\_\_\_

Patient Phone Number: \_\_\_\_\_

ACCN/Test Name: \_\_\_\_\_

Describe variance:

**Action Taken & Other Staff Notified: (List below)**

Can test be added to another specimen? Y N  
If yes, send an add-on email to CO LAB ADDON  
If no, cancel and re-order in DOE for a later time

Is this a call-back? Y N

QA Report given to Client Services? Y N

Fax the QA Report to Client Services @ 303.404.4030

**For Client Services:**

Provider Notification? Y N

Type of Notification (i.e. HealthConnect) \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

\*Forward this report to clinic/department manager as needed