

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL**

OUTREACH SPECIMEN ACCEPTABILITY AND PROCESSING

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Authority: Laboratory Manager

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SCOPE:

All physician offices, outreach centers, and outpatients that submit specimens to the laboratory for testing.

PURPOSE:

To provide guidelines for the registration, labeling, and submission of specimens to the laboratory for testing.

DEFINITIONS:

MOB 1 – Medical Office Building One

HIS – Hospital Information System

SOP – Standard Operating Procedure

POLICY

The laboratory will accept properly labeled specimens for testing when they are obtained from remote locations or dropped off by outpatients. The specimens must be submitted with a complete physician order for the tests and include patient name, date of birth, diagnosis codes, phlebotomist initials, and a copy of the patient's insurance information. Specimens will be registered and processed by HRMC staff as a DROPO. Results will be autofaxed back to the physician's office, surgicenter, or nursing home as the case may be.

PROCEDURE

1. The specimen is obtained in the physician office or possibly at home. It is labeled with the patient name and birthdate along with the date and time of collection. If it is blood being obtained at a remote location, the phlebotomist should include their initials as well.
2. The specimens are placed in a plastic bag along with the order and a copy of the patient's insurance card.
3. If the patient is dropping off their specimens, proceed to step 8.
4. The packaged specimen is then refrigerated or placed in the box for pick up by the laboratory staff or courier.
5. A call is made from the outreach location for a pick up if it is a stat or it is getting late in the day and the routine rounds for pickup has been made.
6. The laboratory staff logs all calls for specimen pickup.
7. Upon receipt of the specimen, the log will be completed with the time and initials of the person who picked up the specimen. (see log following)
8. Once received, the laboratory staff will examine the specimens for acceptability (proper labeling, hemolysis, clotting, short sample). If specimens are deemed unacceptable, the outreach location or physician will be notified of the rejection.
9. On receipt of acceptable specimens, the laboratory staff will have registration enter the patient into Cerner Millennium
10. The laboratory staff will enter the orders into the computer system, generate barcodes, and perform all ordered tests according to SOP.
11. Results will be autofaxed to ordering physician.
12. HRMC will bill the patient's insurance or facility for testing.