

SUNY DOWNSTATE MEDICAL CENTER

UNIVERSITY HOSPITAL OF BROOKLYN POLICY AND PROCEDURE

No. LAB-2

Subject: PROCEDURE FOR HANDLING
LABORATORY SPECIMENS

Page 1 of 2

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The JC Standards:PC.16.40, LD.3.50, IM.3.10
IM.4.10, EC.6.10, EC.6.20

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I. PURPOSE

To ensure that regulatory standards are followed when handling clinical laboratory specimens.

II. DEFINITION(S)

LIS - Laboratory Information System.

III. POLICY

Laboratory specimens shall be collected and handled appropriately after the physician documents the laboratory order.

IV. RESPONSIBILITIES

Nursing, Pathology, Messenger Service, Medical Staff, Clerical Staff.

V. PROCEDURES/GUIDELINES

1. A clerk, nurse or physician shall enter all clinical laboratory orders for any patient into the Laboratory Information System (LIS).
 - Anatomical Pathology Laboratory orders are generated through completion of requisition forms submitted along with specimens. Orders are entered in the LIS Co-Path by Laboratory Personnel.
2. Hospital Nursing Station Clerks and messengers will not accept any specimens of blood, urine, etc., unless the physician or the nurse properly labels the specimens. **Specimens container must be labeled with the LIS computer generated barcode label or label that contains patient's name, medical record number, location, age, specimen number, test requested, specimen volume, container type, date and laboratory section.**
3. The clinical and Venipuncture staff will:
 - a. Collect the specimen and make sure the container cover tightly secured.
 - b. Verify patient's demographics on barcode label before placing on specimen container.
 - c. Ensure that specimen is labeled with the correct label.
 - d. Place the specimen in one of the pouches of the clear plastic bag and the large label in the other pouch.
 - e. Give the bag with the specimen to the clerk or deliver to central accession room A2-428.
4. The clerical staff:
 - a. Ensure that the barcode label is in the paper work pouch section.
 - b. Ensure all blood lab specimens are placed in the messenger box on the nursing station for pick up and delivery to the central accessioning room, A2-428 by the messenger service. Or send via pneumatic tube transport system where applicable.
 - c. Contact the STAT messenger for any lab specimen marked "STAT". The clerk will contact X1873 for pick up 24 hours a day.

VI. ATTACHMENTS

None

VII. REFERENCES

Policy: (Ven-1) Venipuncture

Date Reviewed	Revision	Required (Circle One)	Responsible Staff Name and Title
11/02	Yes	No	Alix Laguerre, Lab Administrator
11/04	Yes	No	Alix Laguerre, Lab Administrator
11/05	Yes	No	Alix Laguerre, Lab Administrator
11/06	Yes	No	Alix Laguerre, Lab Administrator
6/07	(Yes)	No	Alix Laguerre, Lab Administrator