

**SUNY Downstate Medical Center -University Hospital
of Brooklyn Network
Department of Pathology Policy and Procedure**



Subject: Lab-2 Procedure for Handling Laboratory Specimen

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Approval Workgroup: Laboratory Administration

Approval Group

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SUNY DOWNSTATE MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY AND PROCEDURE

☒ UNIVERSITY HOSPITAL OF BROOKLYN

☒ BAY RIDGE

Subject: PROCEDURE FOR HANDLING
LABORATORY SPECIMENS

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Related Policies: VEN-2 Collection of Blood Specimen

LAB-1 Procedure for Handling Lab Orders and
Results

I. PURPOSE

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

II. DEFINITION(S)

LIS - Laboratory Information System.
CPOE – Computerized Physician Order Entry

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. Clinical Laboratory orders: The LIP shall enter all clinical laboratory orders into the hospital CPOE (Healthbridge). If Healthbridge is unavailable, orders should be entered into the Laboratory Information System (LIS).
- B. Anatomical Pathology Laboratory orders: The LIP must complete a requisition form and submit it to the Pathology Laboratory along with the specimen/s. Orders are then 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. **Specimen containers 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 staff will:
 - a. Collect the specimen and make sure the container cover tightly secured.
 - b. Verify patient's demographics on barcode label before affixing the label on specimen container/tube.
 - c. Ensure that the specimen is labeled with the correct label.
 - d. The collector MUST date, initial and time the pre-printed label at the time of collection.
 - e. **IMMEDIATELY affix the pre-printed labels to each of the specimen containers in the presence of the patient.**
 - f. Place the specimen in one of the pouches of the clear plastic bag and the large label in the other pouch.
 - g. 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-2) Collection of Blood specimen, (Lab-1) Procedures for Handling Laboratory Orders and Results