



Clinical Laboratory Department POLICY AND PROCEDURE

POLICY NUMBER: 1252

VERSION: 3

SUBJECT: Handling of Unacceptable Specimens

Handling of Unacceptable specimens

1. Clinics are to be notified by the lab of the need to recollect specimens. Have the clinic enter a new order in the computer if necessary.
2. Place all patient and specimen information on the Reject Log so that a credit may be issued to the order. A reason for rejection must also be entered on the Reject Log for future reference.
3. Cancelling should also be done in the computer system by the lab personnel handling the specimen. A comment must be entered as to the reason for cancellation, and the provider's name should be entered in order for a message to be generated to notify the provider.
4. Those specimens which are obtained by invasive procedures should not be rejected, but set up with a disclaimer stating culture results may be compromised, and why.

Never dispose of a rejected specimen. Keep it with all other specimens for the day in the designated receptacle.

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Approved By: Brian Yee (PHYS SPEC PATHOLOGY)	
Date: 05/04/2017	Original Date: 07/22/1988
Reviewed: 05/04/2017	Next Review Date: 05/04/2018
Revised:	8/21/95 cw 9/11/01, cw 4/15/04 HDH to HDHS dnb 4/19/04 removed inpatient reference, typo correction jh 7/4//08 reformat, update lg 6/21/09 dnb-added DK as co-director 6/21/10 dnb-removed NO as co-director 12/27/12 dnb-updated language: "Technologist" to "CLS", 3/28/17jh (clarified cancellation procedure for Cerner, and changed approver to Dr. Yee)
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Distribution:	