

JUVENILE COURT HEALTH SERVICES LABORATORY PROCEDURES

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| Subject: SPECIMEN RECEIPT AND ACCESSIONING | Original Issue Date: 7/1/11 | Policy # B-006 |
| | Supersedes: 8/1/14 | Effective Date: 6/4/2021 |
| Departments Consulted: | Approved By: (Signature on File) Laboratory Supervisor (Signature on File) Laboratory Director | Approved by: (Signature on File) Health Services Administrator |

PURPOSE

To describe proper specimen identification and processing for all specimens received by the laboratory. These procedures will help promote fidelity and integrity of all specimen testing and will expedite processing and testing of all specimens.

PROCEDURE

- Universal blood and body fluid precautions should be followed for all patients and with all specimens.
- Specimens are checked for completeness and accuracy of labeling.
- The patient information on the specimen must match patient information on the collection list for electronic orders or on the requisition slip for manual orders.
 - The processing of any unlabeled or mislabeled specimen will be cancelled, and the ordering provider will be notified. Cancellation notes will be entered in PEMRS in the Comments section by lab staff. This documentation will be included in the Laboratory Quality Assurance file.
 - A Safety Intelligence (SI) report will be submitted by the person who received the unlabeled or mislabeled sample.
- The laboratory requisition form must be completely and properly filled out, per the specimen labeling policy.
 - The respective facility or clinic should be called for missing or possibly erroneous information on the requisition as soon as the issue is identified by laboratory staff.
- All specimens are logged into PEMRS to generate an accession number and appropriate labels. Laboratory staff must be trained on proper accessioning procedures.
- Once labeling and requisitions have been verified and an accession number is confirmed, specimens will be taken to appropriate reference laboratory for testing.

REVISION DATES

November 2, 2012; August 1, 2014; June 4, 2021