

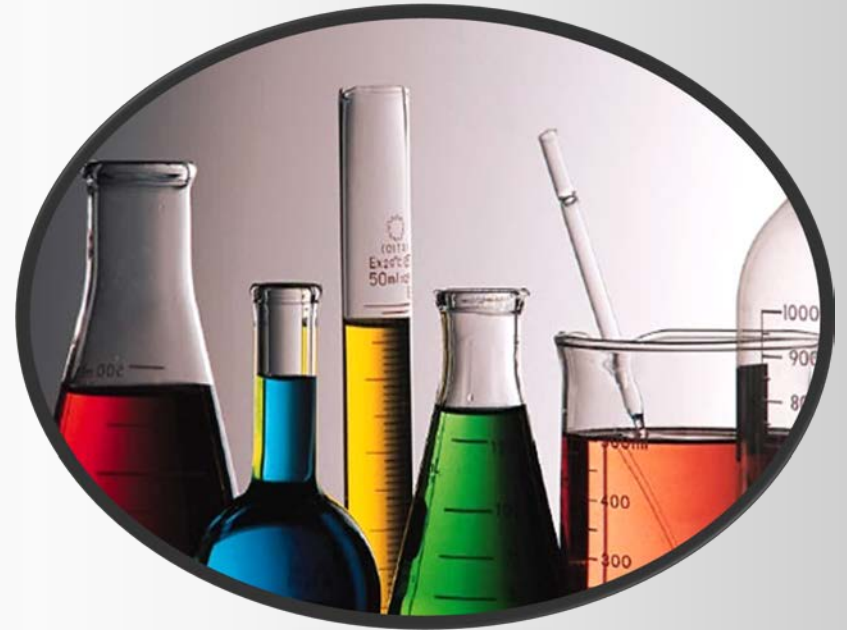
Medical Assistant and Clinic Training

LABORATORY SPECIMEN COLLECTION, HANDLING & TRANSPORT



Purpose

This presentation is to train basic expectations and skills of specimen collection, handling and packaging.



Specimen testing is simple and straight forward. *Right?*

Is this enough specimen for all the tests ordered?

Does it really matter?

Can I pour a little of this blood in another tube?

Can the blue top test be sent if it's not full?

Does this test have to go in the red top?

Should I refrigerate the specimen before or after I centrifuge?

How long do I centrifuge a specimen?

If the courier is coming now, do I have to spin the specimens before they leave?



Overview

Following Intermountain standards will ensure we reach extraordinary care.

I. Phlebotomy

- *Patient Safety, Patient Care*
- *Collecting a good specimen*
- *Specimen Labeling*

II. Specimen Handling

- *Verifying required information*
- *Basic specimen processing*

III. Packaging & Transportation

- *Proper Packaging*
- *Routes of Couriers*



Phlebotomy

The puncture or incision of the vein in order to withdraw blood for analysis

Patient Safety and Care

Help keep patients safe and get them the care they need by guaranteeing their specimens are collected and labeled correctly.



Verify the patient information is correct on the labels and orders



Confirm the required tubes for the orders before the venipuncture. This will reduce additional movement.



Locate a vein away from major nerves that has good pressure and is secure

Patient Safety and Care

Following best practice reduces errors



*Always label specimens in the presence
of the patient*

AND

*have them verify the information is
correct.*

Collecting a Good Specimen

Proper technique will ensure quality of the sample and reduce errors.

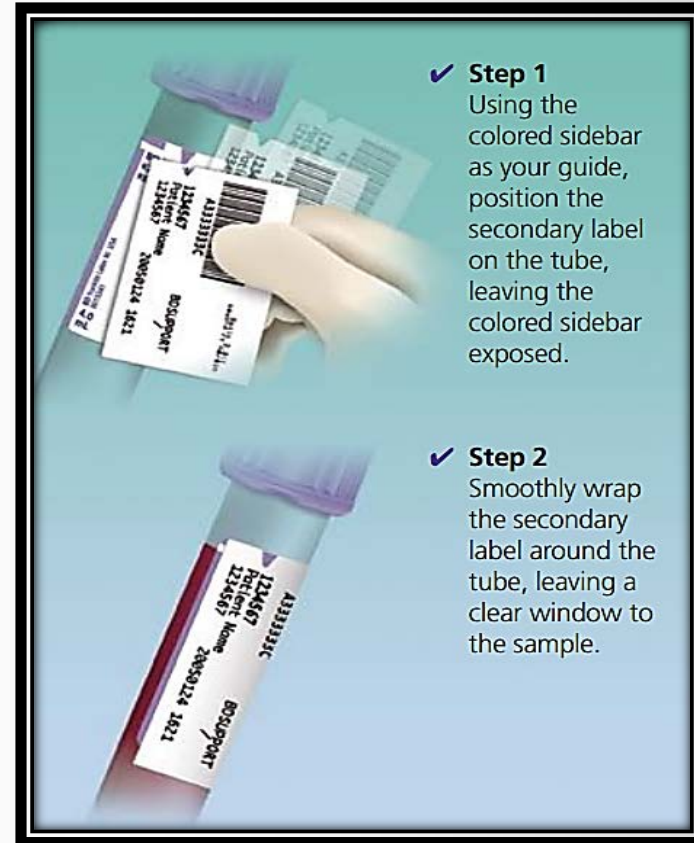
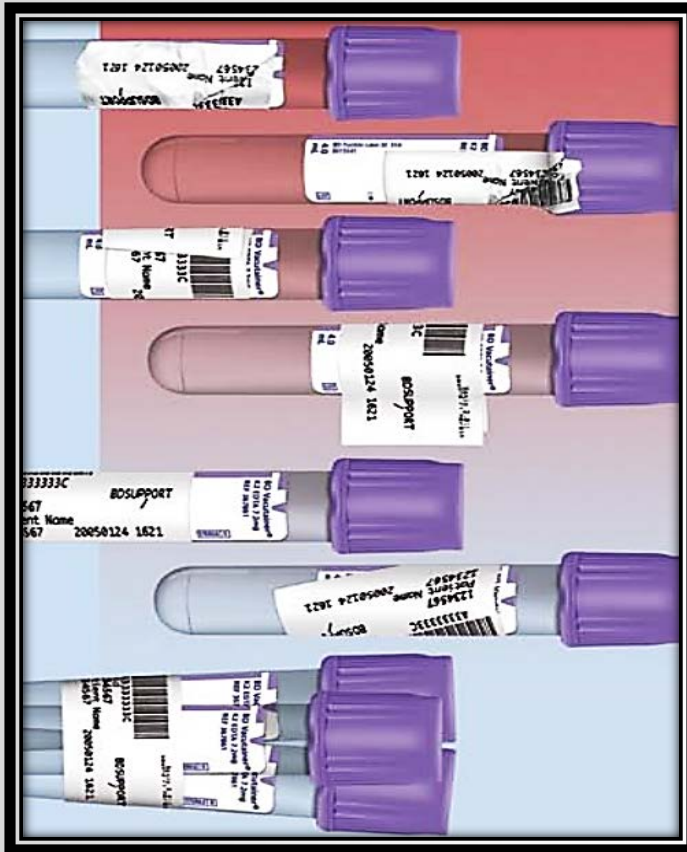


Always follow order of draw to avoid cross-contamination of additives and ensure accuracy of test results.



Invert every tube 8-10 times immediately after collection to thoroughly mix additives.

Specimen Labeling



Improper labeling will drastically delay testing and increases mislabels and testing errors.

Specimen Labeling

*Whether the label is hand written or preprinted, **EVERY** label needs to have the full name, DOB, collection date, time and initials.*

Swabs and fluids must also have site/source listed





Specimen Handling

Processes reflecting best practice for collecting, preserving, and transporting specimens while maintaining stability to provide accurate and precise results

Results are only as good as the sample received.



The better we collect, process and record information the first time, the more accurate the result.

Verify Required Information



Clinical Laboratory Requisition
REQUISITION NUMBER: RXSC08610478

PHYSICIAN: Dr. Xtest, Smiles #998
CLINIC: Alta View Life Center
9400 S. 1300 E.
Sandy, UT 84074
PHONE: (801)501-2600

ORDER DATE: 3/25/2016
ORDER TIME: 1

PATIENT LAST NAME: Xtest
FIRST NAME: Happy
MI: MI

LOCATION CODE: XSC086
FAX: (801)501-2601
PATIENT ID: 1000408

ENCOUNTER: [red arrow]
SSN: [red arrow]
DOB: 01/01/66
WORK PHONE: [red arrow]
SEX: F

BILL TO: OTHER
PRIMARY INSURANCE: BXBS

CARRIER NAME
SUBSCRIBER NAME
POLICY#/GROUP#
CARRIER ADDRESS
PATIENT RELATION

TESTS ORDERED (TOTAL?):
V72.31
V72.31

DIAGNOSIS CODE: V72.31
TUBE TYPE: [red arrow]
MVA VOL: N
STAT: N

Sample information
must
match requisition information.

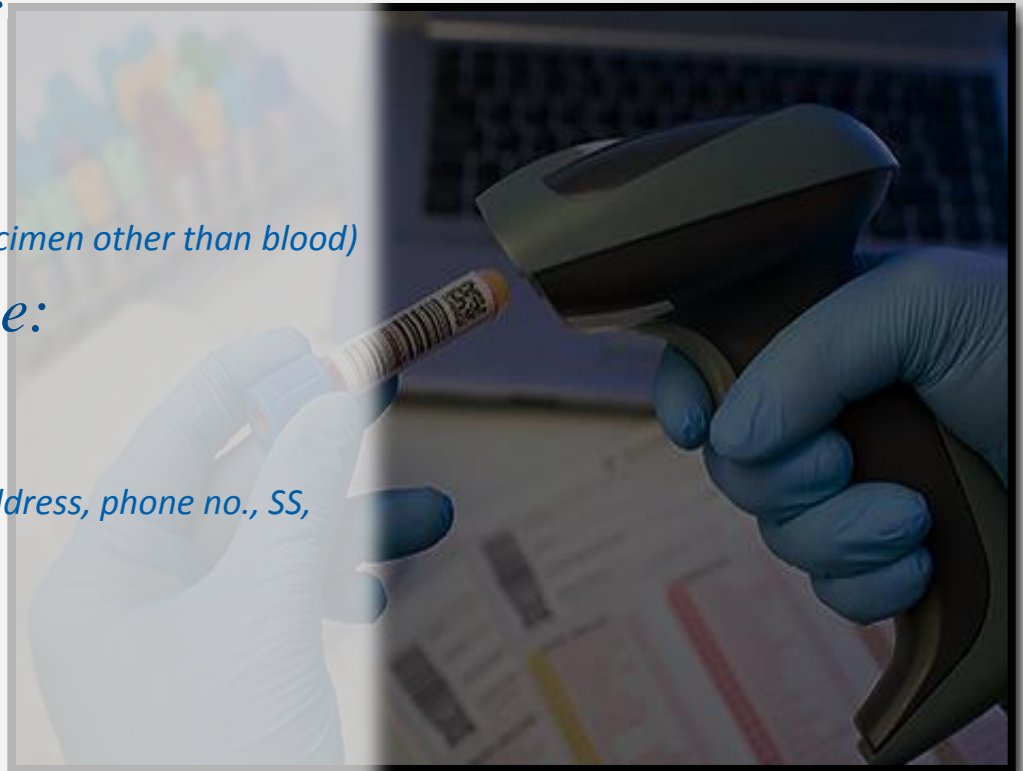
Verify Required Information

Every specimen **MUST** have:

- First and Last name
- Date of Birth (DOB)
- Collection Date, Time, Initials
- Source/site of specimen (*any specimen other than blood*)

Every requisition **MUST** have:

- First and Last name
- DOB
- Numerical ID number (*billing, address, phone no., SS, hospital number*)
- Insurance information
- Ordering physician
- DX (diagnosis)
- Orders acceptable for dx
- Source/site of specimen (*any specimen other than blood*)



Basic Specimen Processing



Never refrigerate samples before centrifuging



Samples must be centrifuged within **30** minutes of collection



Ensure the correct speed and time are set

Basic Specimen Processing



Invert the tube
8-10 times



Allow to fully clot
(*about 10 minutes*)
Serum specimens only



Centrifuge according to
device/sample
requirements



Ready for
transportation &
analysis

Basic Specimen Processing

*It's important to **recognize** and **recollect** problem samples at the point of collection. This allow us to get results back faster so you can treat patients*

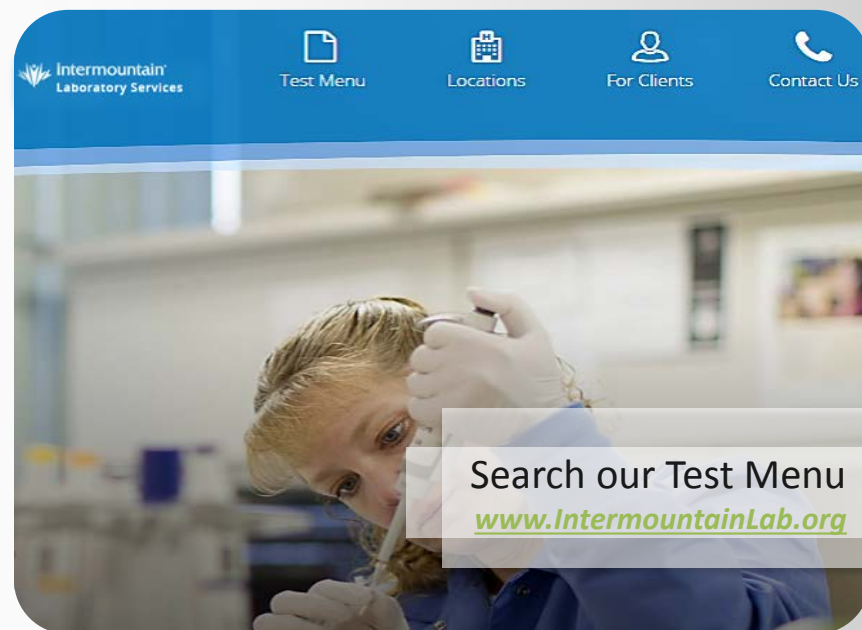


Basic Specimen Processing

Different testing will have different requirements for temperature, specimen handling and shipping. To reduce errors, please verify specimen handling. You may call or go online.



Call us at **801-507-2110**



Search our Test Menu
www.IntermountainLab.org



Packaging & Transportation

Packaging and transport should occur in a timely manner, under the environmental conditions that will not compromise specimen integrity

Proper Packaging

Patient safety during shipping begins with correct packaging



Place specimen inside bag and seal



Place any paper work in the outside sleeve of the bag



Mark the destination and transport temperature on the bag

One Patient, One Requisition, One Bag

Temperature Specific Specimen Bags

- *Place each patient's specimens in a 6x9 specimen bags*

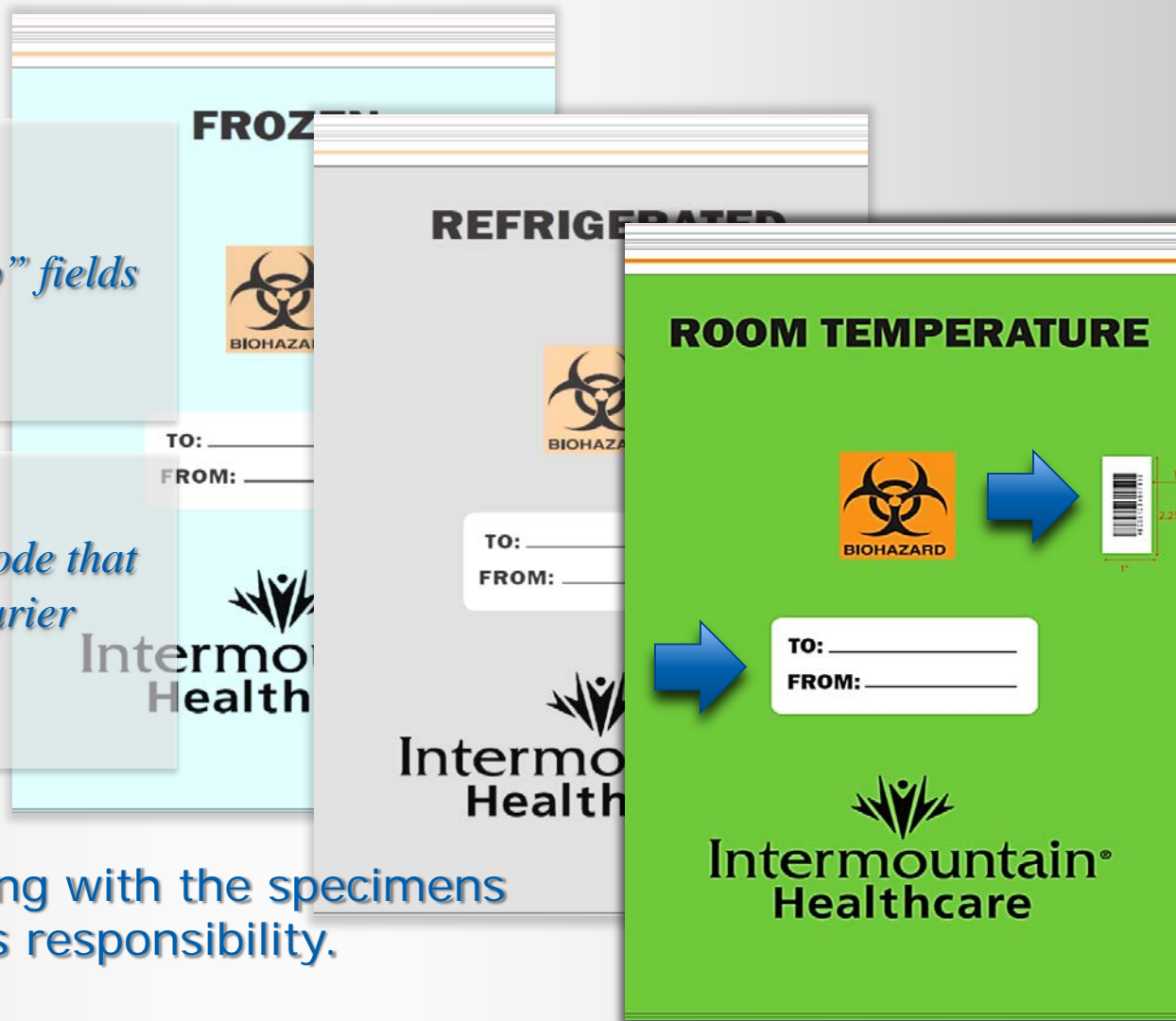
- *For transport, we provide you larger, temperature specific bags to place the 6x9 specimens bags in for transport*



Temperature Specific Specimen Bags

- *Fill out the “From” and “To” fields*

- *Each bag has a unique barcode that eliminates the need for a courier tracking slip*



Associating the barcoding with the specimens in the bag is the client's responsibility.

Routes of Couriers

Each courier has multiple pick up and drop off locations.

Couriers stop at multiple hospital departments and clinics along their route.

DO NOT rush samples to meet the courier. Ensure every specimen is allowed full spin time, preparation and proper packaging.

DO NOT delay proper specimen handling and assume specimens are going directly to the desired location. It may be several hours before the packed specimens get to their intended location.

Always process specimens as soon as possible.



Remember...



- ✓ *All specimens and requisitions must have two identifiers, date, time, initials and source.*
- ✓ *Always use the correct order of draw and invert specimens when collecting.*
- ✓ *Never refrigerate separator tubes before centrifuging.*
- ✓ *Never rush samples to meet the courier or delay the processing of a sample.*
- ✓ *Evaluate the specimen for errors that may require recollection. Call Laboratory Client Services for verification and recollect if needed.*
- ✓ *Always package one patient per specimen bag.*

For testing or transportation questions, please contact your
Account Executive or Laboratory Client Services

Who is my Account Executive?

Client Services

Phone: (801) 507-2110

Fax: (801) 507-2315

Courier Services

Phone: (801) 442-4090

*Together, we can provide
extraordinary care!*

