LABORATORY SERVICES

INPATIENT COLLECTION

- Place orders in Epic.
- **Routine blood collection** for Patient Care Units (PCU) is available 24 hours a day. Blood collection is performed by venipuncture or skin puncture. Arterial blood is not collected.
- **Scheduled Blood Collections**

<table>
<thead>
<tr>
<th>PCU</th>
<th>Cut-off Time</th>
<th>Collect Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICU</td>
<td>0300</td>
<td>0500</td>
</tr>
<tr>
<td>MS</td>
<td>0300</td>
<td>0600</td>
</tr>
<tr>
<td>OB</td>
<td>0300</td>
<td>0600</td>
</tr>
<tr>
<td>BH</td>
<td>0300</td>
<td>0600</td>
</tr>
<tr>
<td>All Routine Labs</td>
<td>0500</td>
<td>0800</td>
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<tr>
<td></td>
<td>0700</td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td>0900</td>
<td>1200</td>
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<td></td>
<td>1300</td>
<td>1600</td>
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<td>1500</td>
<td>1800</td>
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<tr>
<td></td>
<td>1700</td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td>1900</td>
<td>2200</td>
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</tbody>
</table>

Orders must be placed by Cut-off Time to qualify for the next scheduled collection. If the cut-off time is missed the routine order will qualify for the next scheduled collection. From 0600 to 2200 the collection batches are pulled every two hours. No routine draws are printed from midnight to 0600.

- **Add-on requests**: Place add on order in EPIC.
- **STAT or ASAP requests**: The laboratory will add to a previous sample when possible; otherwise, the patient will be collected within the next hour.
  
  Note: The STAT designation should be used for medical emergencies only.

- **Blood cultures**: Indicate whether single or multiple sites, sequential, etc.
- **Multiple fluids**: Order with collection times 5 minutes apart; indicate collection site. Example: Right and left bronchial fluids.
  
  CSF: Specify test ordered.

- **Miscellaneous tests**: Enter as much information about the test as possible in free text field.
- **Arterial blood gas** collection is performed by Respiratory Therapy (extension 6203).

OUTPATIENT COLLECTION SERVICES

- **Blood collection** is performed by venipuncture or skin puncture. Arterial blood is not collected.
  
  If difficulties are encountered in collecting the blood specimen, the physician/clinic will be notified and the patient referred back to the clinic.

- **Glucose tolerance testing**, including administration of solution and specimen collection is available. Schedule testing with the laboratory.
- **Urinalysis collection** is available in the outpatient area.

CLINIC COLLECTION SERVICES

- Hours of operation for each clinic:

<table>
<thead>
<tr>
<th>Fairview Mesaba Clinic</th>
<th>Day of Week</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hibbing</td>
<td>Monday</td>
<td>7:30 am – 5:00 pm</td>
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<tr>
<td></td>
<td>Tuesday</td>
<td>7:30 am – 5:00 pm</td>
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<tr>
<td></td>
<td>Wednesday</td>
<td>7:30 am – 5:00 pm</td>
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<tr>
<td></td>
<td>Thursday</td>
<td>7:30 am – 5:00 pm</td>
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<tr>
<td></td>
<td>Friday</td>
<td>7:30 am – 5:00 pm</td>
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<tr>
<td>Mountain Iron</td>
<td>Monday</td>
<td>7:30 am – 5:00 pm</td>
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<tr>
<td></td>
<td>Tuesday</td>
<td>7:30 am – 5:00 pm</td>
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<td>Wednesday</td>
<td>7:30 am – 5:00 pm</td>
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<td>Friday</td>
<td>7:30 am – 5:00 pm</td>
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<tr>
<td>Nashwauk</td>
<td>Monday</td>
<td>8:00 am – 5:00 pm</td>
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<td></td>
<td>Tuesday</td>
<td>8:00 am – 5:00 pm</td>
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<tr>
<td></td>
<td>Friday</td>
<td>8:00 am – 5:00 pm</td>
</tr>
</tbody>
</table>

- A **Laboratory Only appointment for patient blood collections is suggested but not required**.
- Blood collection is performed by venipuncture or skin puncture. Arterial blood is not collected.

TURNAROUND TIME GUIDELINES

**Morning AM Testing**

1. Basic metabolic panel and hemogram, differential, and INR, PTT are reported by 8:00 am
2. Critical care staff will communicate to laboratory when results are needed sooner.

**Routine Tests**

1. Hematology results are reported within 4 hours
2. Coagulation results are reported within 4 hours
3. Chemistry results are reported within 4 hours
4. Refer to Lab Guide for tests not performed on site.

**Stat/ASAP Tests**

1. Blood gases are reported within 15 minutes
2. Hematology, coagulation, and chemistry are reported within 45 minutes

The PCU is notified when testing is expected to be delayed.
FAIRVIEW RANGE MEDICAL CENTER & RANGE CLINICS

REGULATORY REQUIREMENTS

- All inpatients and ED patients must wear identification bands.
- Blood collections must be supported by a test order from the physician responsible for the patient.
- Name of ordering physician must be provided on the request form.
- Medical necessity and diagnosis must be documented on the request form for Medicare outpatients.

COMPLETION OF REQUEST FORMS FOR NON-EPIC ORDERS

1. Patients that do not have orders in EPIC must have a request form with test order(s).
2. Request form(s) must include: Patient name, identification number, collection date/time, specimen type, body site (when applicable), date of birth, and ordering physician’s name, test ordered and fax number.
3. Include appropriate information, e.g. medical necessity for outpatients covered by Medicare/ Medicaid, clinical history/diagnosis, height/ weight, time of last dose, weeks gestation for AFP, etc.
4. If unable to find a test listed on any request form, refer to the alphabetic listing of tests in the online Lab Guide. Please include test code if available.
5. When a test(s) is to be collected in a series, such as Drug Levels or Blood Cultures, use a separate request for each collection time(s) or site(s).
6. When no collection date/time is specified, test will be collected on the next routine collection rounds.
7. Cytology, Histology and Surgical Pathology request form must additionally include: Patient’s clinical history, diagnosis or reason for testing, e.g., rule out.

SPECIMEN LABELING

1. Follow the Fairview Patient Identification and Laboratory Specimen Labeling policy to assure correct patient identification and labeling.
   
   Note:
   If the specimen is for the Blood Bank, the person collecting the sample must include their initials and date on tube.

UNLABELED/MISLABELED DEFINITION

Patient information on specimen container and request form must be identical.

Unlabeled Specimen: Patient identification is not present on specimen container. It is not adequate to label the transport bag.

Mislabeled Specimen:

- Specimen does not contain information required in the Fairview Patient Identification and Laboratory Specimen Labeling policy.
- Laboratory or patient care personnel detect an error in test results.

UNLABELED/MISLABELED POLICY

When a mislabeled specimen is received in the laboratory the following protocol needs to be followed:

1. Unlabeled/Mislabeled form is completed
2. If the decision is to discard and recollect:
   - The charge will be removed or a credit placed
   - If the specimen is recollected, there will be no charge for the collection.
3. If the decision is to process the specimen because it is irretrievable:
   - An Unlabeled/Mislabed Specimen Documentation form including the signature of the authorized practitioner ordering the test must be completed.
   - The test result must be reported with the appropriate comment indicating the sample was mislabeled/ unlabeled.
4. Unlabeled specimens are generally not approved for testing unless the specimen is an:
   - Arterial puncture, cerebral spinal fluid (CSF), body fluids, tissue/surgical specimen

INFECTION CONTROL/SPECIMEN TRANSPORT

1. Use Standard Precautions when handling patient specimens.
2. All specimen containers must be visibly free of contamination. If the specimen container is soiled with blood or body fluid, clean with 10% bleach or other approved disinfectant.
3. Transport laboratory specimens in leakproof sealed plastic biohazard bags specifically designed for specimen transport. If a requisition is required place request form in the outside pocket of the specimen transport bag. (Use one bag per patient.)
4. Clean-up and disinfection:
   - Wear gloves and other protective barriers.
   - Clean the spill site of all liquid blood or body fluid using disposable towels or Zorbitrol Plus, an absorbent powder, may be used to solidify the liquid prior to clean-up.
   - Disinfect the spill site with a 10% bleach or approved disinfectant.
   - Place all disposable material used to clean/ disinfect the spill into an infectious waste bag.
ERRORS IN ORDERS
When an ordering error is discovered, call the laboratory immediately to ensure the patient is credited. Required information: Patient name, location, and identification number; date/time of specimen collection; test(s) and reason for cancellation; name/title of person(s) authorizing and requesting cancellation. Canceled tests are appended with a comment to provide a record on the patient’s chart; results cannot be removed. Canceled tests are subject to Supervisor approval.

RESULT REPORTING
1. All hospital patient results are available in Epic.
2. Clinic patient results are available in Epic and are sent to the provider’s mailbox in Epic.
3. Non-Fairview patient results are faxed to the provider.

POINT OF CARE TESTING SERVICES
Performed by the PCU’s:
- Bedside glucose testing

Performed by Anticoagulation Clinic:
- POCT INR

Performed by Diabetes Education
- POCT Hemoglobin A1C

TESTING SENT TO REFERENCE LABORATORIES
Tests will be referred as deemed clinically appropriate to accredited reference laboratories. The laboratory will not refer specimens to reference laboratories for test procedures that are performed by the Fairview Laboratories without the approval of the appropriate pathologist.

Last Approved by: T Severson 7/2016