

Blanchard Valley Health System Laboratory Services

Blanchard Valley Hospital 1900 South Main Street Findlay, OH 45840

Bluffton Community Hospital 139 Garau Street, Bluffton, OH 45817

Armes Family Cancer Care Center 15990 Medical Drive S, Findlay, OH 45840

Annual Review of Minimum Specimen Volumes (LTR27565)

Last Approved By: Hughes, Douglas (2/8/2018 5:33:44 AM)

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Attention: Printed copies MAY NOT be the most current information. Please consult the Lab QMS for the current version.

Annual Review of Minimum Specimen Volumes

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PRINCIPLE

The Laboratory is a service that receives large volumes of bio-hazardous specimens due to the nature of the testing we perform. We must constantly strive towards reducing the generation of this bio-hazardous waste to the absolute minimums possible. By maintaining current and accurate information regarding the least amount of specimen we require for testing the patient benefits (less blood is obtained from phlebotomy), the laboratory benefits (space required for storage is reduced), and Blanchard Valley Hospital benefits (reduced costs involved with bio-hazardous waste disposal).

POLICY

Annually the Laboratory will review all samples required, both in-house and those sent to our reference laboratories, to ensure that the least amount of specimen is being collected to perform the procedure/test. The Laboratory Specimen Collection manual will be the reference tool for this review and each entry evaluated to this end. Once this process has been performed, the reviewer will sign and date the "Annual Review of Minimum Specimen Volumes" check-off sheet located in the "Laboratory Specimen Collection Procedure and Reference Manual" for documentation.

MATERIALS

Materials: "Blanchard Valley Health System Laboratories Specimen Collection Procedure and Reference Manual"; Reference Laboratories collection manuals (on-line or hardcopies); BVHS Coordinator/Department Head input

PROCEDURE

1. Gather all the resources/references together.
2. Verify all NEW specimen requirement changes/modifications have been implemented. This is accomplished through periodic notifications from internal departments and/or reference laboratory bulletins/notices.
3. Compare each entry in the "Specimen Collection Procedure and Reference Manual" with its corresponding requirement found either in in-house information submissions from the department head coordinators or from reference laboratory reference information.
4. If there is a change/modification to the specimen requirement (type, storage method, processing method, or volume) make the change in the Access database associated with the "Specimen Collection Procedure and Reference Manual".

****NOTE:** this is a "real-time" update and will immediately be available to on-line users of the manual.

5. Sign and date the “Annual Review of Minimum Specimen Volumes” log located in the collection manual master copy on the main laboratory’s send-out bench.