

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

Collection Introduction General Information (LTR29830)

Last Approved By: Hughes, Douglas (2/8/2018 5:34:18 AM)

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

Collection Introduction General Information

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A. Formal Approval of Reference Laboratories by the Medical Staff

- Copies may be found in the Reference Laboratories Evaluation Manual at the Blanchard Valley Hospital Laboratory for both Findlay and Bluffton Campus Laboratories.

B. Outpatient Laboratory and Drawing Station Hours:

Blanchard Valley Hospital:

M-F 6:30 a.m. – 6:00 p.m.
Sat. 7:00 a.m. – 12:00 p.m.
Sun. Closed

Bluffton Hospital:

M-F 8:00 a.m. – 5:30 p.m.
Sat. 8:00 a.m. – 11:00 p.m.
Sun. Closed

Eastern Woods Drawing Center

M-F 7:00 a.m. – 5:00 p.m.
Sat-Sun Closed

Ottawa Diagnostic Center

M-F 7:00 a.m. – 4:30 p.m.
Sat-Sun Closed

Caughman Clinic Drawing Station

M-F 8:30 a.m. - 5:00 p.m.
Sat-Sun Closed

C. Test Requests:

This is a general guideline for requesting tests. For exact details regarding how to complete a test request form please consult the "Laboratory Requisition Procedure".

When ordering a test, use the Blanchard Valley Health System test request sheet provided. When billing the Doctor's office is checked, the information needed is the date, patient's name, age sex, and date of birth, as well as the ordering Physician's name. If Medicare or Medicaid is to be billed, please include the patient's Medicare or Medicaid number.

When selecting the ordered test, carefully follow the specimen requirements and accurately select the test from the sheet. For most tests, drawing the blood specimen while the patient is in the fasting state is the method of choice. Also instruct the patient of any special requirements needed for the test prior to collecting the specimen. If the test requested is not on the sheet, write in the name completely and **legibly** on the lines marked "Additional Testing".

If there are any questions about the ordering of tests or the billing, please call one of the BVHS Laboratories at 419-423-5318 (Blanchard Valley Hospital) or 419-369-2314 (Bluffton Hospital).

D. Specimen Collection:

To insure the accuracy of the results, every specimen must be properly labeled. Essential information includes, but is not limited to, the patient's full and proper name, date of birth, date and time of collection,

specific site/source for cultures, Blood Bank wristband number and mechanical barrier code for Blood Bank specimens. Please see the laboratory's "Instructions for Proper Specimen Labeling" policy for detailed information.

Proper collection and preservation of the specimens are essential to the quality of the results reported. Carefully follow the specimen requirement guidelines prior to each specimen collection.

Outpatient requisitions are entered by the Outpatient Phlebotomist, Processor, or Technician/Technologist transcribing the Doctor's orders from the outpatient request form usually sent with the patient form the Doctor's office and the resource scheduling printout.

If the blood test is not performed at this hospital it will be noted on the specimen test list by a lab mnemonic other than BVHS. The lab is covered on holidays, weekends, evening, and overnight by a reduced staff to perform a reduced number of routine procedures and all emergency procedures. All other routine procedures are performed on the day shift. Please contact the individual departments as to the scheduling of these tests.

E. Blood Specimens:

Hemolysis is to be avoided on all specimens. If a specimen is hemolyzed a new specimen is required for analysis. Follow BVHS Laboratories specific redraw policies for re-collection.

If a syringe is used to fill the vacuum tube, transfer the blood to the tube immediately. Insert the needle so the blood runs down the side of the tube's wall. Allow the tube to fill itself. Do not apply pressure to the syringe plunger because that will cause the stopper to pop out, spilling the blood.

If the test requires serum (the SST Gel or Red top tubes), allow the tube to clot for 15-20 minutes unless otherwise specified. Centrifuge for requisite time based on the test(s) requested.. If the tube is a plain (no gel barrier) red top, the serum needs to be separated from the cells (except for Blood Bank specimens).

Plasma is obtained by drawing the specimen into a tube with anticoagulant and gently mixing with complete inversion of the tube 10 times. The specimen is then centrifuged for the appropriate time as required by the requested test(s).

Carefully check the transportation and storage requirements of the specimen.

F. Urine Specimens:

Random Specimens should be collected into a clean container. The container needs to be securely capped and labeled appropriately according to proper specimen labelling protocols. "First Morning" specimens are preferred and give the best result. All urine specimens must be refrigerated until transport. Please consult the "General Urine Specimen Collection Procedure" for specific collection instructions.

Timed Specimens are required for various tests. At the beginning of the collection period the patient is to empty the bladder and discard the urine. All urine is to be collected during the test period. At the end of the test period the patient is to again empty the bladder, this time adding it to the collection. The container is to be refrigerated unless otherwise specified. Please consult the "General Urine Specimen Collection Procedure" for specific collection instructions.

24 Hour Specimens are required for some tests. Carefully follow the preservative requirements and follow the "24 Hour Urine Collection Instructions" and "24 Hour Urine Collection Tests" procedures for detailed collection information. At the beginning of the collection, the patient needs to completely empty the bladder and discard that urine. All urine for the next 24 hours is to be collected. At the end of the time the patient again completely empties the bladder and the urine is added to the collection. The starting date/time and the ending date/time must be recorded on the collection container. The container needs to be refrigerated during collection (unless otherwise stated).

Urines for Culture must be collected into a sterile container. Early morning specimens are the specimens of choice. The specimens are to be refrigerated until transport. Please consult the "General Urine Specimen Collection Procedure" for specific collection instructions.

G. General Specimen Rejection Criteria:

Proper specimen labeling, collection, integrity, and documentation are each a fundamental requirement to the Laboratory's ability to provide accurate and timely information. Failure to meet any one of these requirements may cause delays in sample processing, delays due to sample recollection, or simple specimen rejection.

Close adherence to the provided "Instructions for Proper Specimen Labeling" policy and close attention to sample collection, handling, storage, and transportation criteria will allow the Laboratory to provide the most efficacious and efficient information possible.

The BVHS Laboratories Specimen Collection and Processing website contains everything necessary to obtain, process, store, and transport quality laboratory samples. The BVHS Test Listing is an excellent resource to discover exact detail relating to these critical points for a given test/sample.

Occasionally, less than optimal specimens are received in the Laboratory. Under these circumstances lab staff will consult the "Specimen Relabel, Reject, and Redraw Policy" for a resolution. Depending on the failed sample criteria, resolutions might include correction of information, recollection, or rejection. The Laboratory will communicate whatever resolution or options are appropriate with the staff at the samples origin.

Regardless of how a sub-optimal sample problem is resolved, complete documentation of any communication and steps taken will occur to track the event. **IMPORTANT: This will include an incident report for any relabeling of specimens within the hospital.**

H. Description of Other Collection Containers:

- a. Urine cup: Non-sterile (for Random Urinalysis)
- b. Urine jug: Used for timed urine specimens. May have preservative added.
- c. Glass slide: Frosted end slides are available. Each slide must be appropriately labeled according to the laboratory's specimen labeling policy (at least 2 patient identifiers) in pencil. Place in slide holder for transport.
- d. Blood smear: Wedge blood smear on frosted glass slide, air-dried. Label appropriately according to the laboratory's specimen labeling policy. Place in slide holder for transport.
- e. Formalin jar: Contains 10% formalin. Close the jar tightly. Label appropriately according to the laboratory's specimen labeling policy. This will include the site of biopsy if appropriate. Vapor is harmful.

I. Description of Containers for Bacterial Isolation:

- a. Blood Culture Bottles: Blue: Aerobic culture bottle, fill with no more than 5 ml blood or no less than 0.5 ml blood; Red: Anaerobic culture bottle, fill with no more than 5 ml blood or no less than 0.5 ml blood. Keep at Room Temperature.
- b. Bacterial culture swab: Use for aerobic cultures. Keep at Room Temperature.
- c. Anaerobic culture swab: Use for anaerobic cultures. Follow instructions on the package.
- d. Falcon Sputum container: For collection of sputum specimens. Follow instructions on the package. Keep at Room Temperature.
- e. Sterile container: For urine culture. Refrigerate.
- f. Viral Transport media: Kept in Microbiology until used for viral isolation (or the storeroom). Label appropriately according to the laboratory's specimen labeling policy and refrigerate.
- g. Ova and Parasite Collection Kit: For collection of ova and parasites.

h. Feces container: May be a plastic container or any other clean container. Refrigerate.