

# *Specimen Acquisition and Responsibility*

According to the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) specifications, specimens submitted to the laboratory **must** show date of collection, time of collection, and initials of person collecting specimen. The intent is that documentation of collection will allow a determination to be made of the suitability of the specimen for analysis.

The following procedure should be followed when submitting a specimen to the laboratory for analysis:

- Properly identify patient before collecting specimens. Know what collection containers are needed for tests ordered.
- Label specimen with proper patient identification, time collected, date, and initials of collector.
- If pickup and testing will be delayed, preserve the integrity of the specimen by following recommended handling requirements, ie, separating serum or plasma from cells or refrigerating specimens.

Place all specimens in a biohazard transport bag to be brought to the laboratory.

- Fill out completely a "Test Request Form." Also submit any special forms if required.
- Laboratory courier will pick up specimens and requests at prearranged pickup times and deliver them to the Main Laboratory.
- Laboratory personnel will admit patients as is appropriate for billing arrangement with the ordering physician or organization.
- Orders may be placed on LIS computer system. Labels will be printed, and specimens will be labeled and distributed to departments. Tests will be performed and results entered into the computer system.
- Interim and/or final reports will be printed each morning and placed in the doctors' boxes, automatically faxed by the system at 7 a.m. and 1 p.m. or will be delivered during routine runs to offices by laboratory courier. If test was ordered **STAT** and physician is set up to receive STAT reports, the report will be sent immediately to designated printer or fax machine.