

# **Clinical and Pathology Laboratory – Beebe Healthcare**

## **Overview**

We realize that our patients need their Healthcare health system to deliver integrated medical care where medical specialties and professional disciplines work as a TEAM to provide efficient, reliable results. A logical focal point for this teamwork is the Healthcare-based laboratory.

Our laboratory is a full-service clinical laboratory committed to quality assurance. We are confident that we can provide fast, accurate laboratory data and can offer personalized service by way of courier pickup/delivery, computer faxing, use of remote printers, and “direct connect” with our Laboratory Information System.

**Laboratory Mission Statement: To provide quality laboratory services to patients, physicians, and hospital staff in a timely and cost-efficient manner and to foster an environment that stimulates teamwork and personal growth.**

Beebe Healthcare Laboratory is comprised of the following technical sections:

- Chemistry
- Coagulation
- Cytology
- Hematology
- Histology
- Microbiology
- Pathology
- Point of Care Testing
- Serology/Immunology
- Toxicology
- Transfusion Service
- Urinalysis

The Clinical laboratory operates 24/7. The Pathology laboratory operates Monday – Friday 6am-4:30 pm. It is accredited by the College of American Pathologists (CAP), the American Association of Blood Banks (AABB), and adheres to the requirements of CLIA '88.

Our laboratory is led by our Medical Director and 2 other Board certified pathologists who provide medical and technical support full time and are always available on a rotating on call basis 24 hours per day.

Beebe Healthcare Laboratory uses Mayo Medical Laboratories (MML) to provide our primary reference laboratory services, clinical and medical consultation.

Seven “Patient Service Centers” are presently being operated by Beebe Healthcare Laboratory in order to make testing convenient for the patient. These centers are called satellites and include:

- Beebe Lab Express – Main Campus - Lewes
- Beebe Health Campus - Rehoboth
- Beebe Lab Express - Georgetown
- Beebe Lab Express - Long Neck
- Beebe Lab Express - Millsboro
- Beebe Lab Express - Millville
- Beebe Lab Express – Milton

We also offer on-site phlebotomy support 24/7.

## **Specimen Acceptance**

- Responsibility for the correct identification, labeling and collection of a specimen resides with the health care professional collecting/submitting the specimen.
- Responsibility for assurance of proper sample specimen acceptance resides with the technical staff receiving the specimen for analysis.

## **The Patient Identification Protocol**

Prior to the performance of specimen collection, the person collecting specimen must have patient state full name and his/her birth date. This information shall be matched with identifying labels (for those areas with computer access) with requisition information and with any other patient identifying information papers.

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### **Requisition Protocols**

1. Beebe Healthcare Laboratory and Pathology department requisitions are available through Laboratory Courier Services (outpatient settings) and the BMC Storeroom (on campus setting).
2. A requisition or copy of physician request shall be submitted for test requests.
3. Requisition defined as a paper form or electronic transaction, must include:
  - patient's first and last name (if known, the middle initial & suffix)
  - date of birth (DOB), and demographic data
  - patient location
  - full name of ordering physician (if an outpatient NPI number, office address, and phone numbers)
  - specimen collection date and time,
  - requested tests/procedure,
  - priority of testing (*i.e.*, STAT, ASAP),
  - insurance information, ICD-9 Code(s), pre-op diagnosis
  - any special processing information (*e.g.*, pertinent history ( last menstrual period (LMP) for GYN cases, previous diagnosis).
  - source of specimen (anatomic site) and procedure type.
  - instructions such as forwarding completed information to a physician other than the ordering or attending physician; fasting or non-fasting; antibiotics administered, time of last dose, etc.
4. Test requests may be submitted on other testing facility forms, physician office requisitions or prescription forms, Verbal Orders Lab form or as ADD-ON requests through the Laboratory Information System (LIS), electronically through the hospital EMR.

### **Labeling Requirements**

1. Labeling Protocol
  - Specimens/containers must be labeled immediately upon collection and before leaving the patient.
  - Specimens must be labeled with:
    - Last and first name of the patient and middle initial/suffix.
    - Patient's Date of Birth (DOB)
    - Dates and time of collection
    - Handwritten Identification of collector (ID)
    - Specimen source / type
2. Specimens which are submitted in syringes, (*e.g.* urine, other fluids, etc.) must be labeled around the barrel of the syringe with the needle **removed** (prior to submission).
3. Specimens which are submitted in a specimen container with a lid (*i.e.*, urine, sputum, etc.) must be labeled on the **body** of the container, **not on the lid**.
4. Slides must be labeled in pencil on the frosted end with the patient's last name and first name, DOB.

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## **Collection Requirements**

### **Specimen Collection**

Most laboratory tests are performed on anticoagulated whole blood, plasma, or serum. Tubes of blood are to be kept in an upright position (stopper up) and refrigerated until transport to the laboratory.

### **Preparation of Outpatients for Laboratory Testing**

Patient Fasting—Patients who have not fasted according to specimen requirements will be asked to return after fasting for the following tests:

- Cholesterol, Total, Serum
- Glucose, Fasting, Plasma
- Glucose Tolerance Test, 2 Hour, Plasma
- Glucose Tolerance Test, 3 Hour, Plasma
- Glucose Tolerance Test, 5 Hour, Plasma
- Lipid Profile
- Triglycerides, Serum
- Special Referral Tests

Ideally, the patient should be fasting for the following tests, but their blood will be drawn noting their non-fasting status:

- Basic Metabolic Panel
- Comprehensive Metabolic Panel
- Cortisol testing (non-fasting) will be drawn at 8:00am unless PM draw requested

Ideally, the blood should be drawn for the following drug levels just prior to the next dose. If this is not the case, the patient will be drawn noting the time of the last dose in the comment section on the report.

- Dilantin®, Serum
- Phenobarbital, Serum
- Procainamide, Plasma
- Theophylline, Serum
- Valproic Acid, Serum
- Vancomycin, Serum

The following minimum times must have elapsed since the ingestion of the last dose for the following therapeutic drug levels:

- Acetaminophen, Serum - 4 hours
- Digoxin, Serum - 6 hours
- Tegretol®, Serum - 12 hours (recommended, draw in a.m. 12 hours past p.m. dose)
- Salicylate, Serum - 3 hours after oral dose and 6 hours after ingestion for patients undergoing acute therapy

### **Specimen Collection Tubes Available – with instructions from Specimen Processing (645-3242)**

## **Delivery / Transport of Specimens**

- Follow universal precautions when handling specimens
- Secure lids tightly to prevent leakage
- Applicable-sized specimens are to be placed into plastic zip-lock type bag imprinted with biological hazard symbol and the legend “BIOHAZARD” and sealed
- The requisition is inserted into the outside pocket of the bag
- Specimens are delivered by pneumatic tube delivery (if they meet the criteria), manual delivery or by laboratory courier.

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### **Acceptance Criteria / Exceptions**

Although every possible step will be taken to assure that each received specimen is processed, certain criteria will be required in order to process a patient's sample:

- Specimen **MUST** be labeled with patient's full name (first/last, middle initial)
- Specimen **MUST** be labeled with patient's date of birth (DOB)
- Container must be properly sealed and specimen not leaking in the biohazard bag.

If any of these criteria are not met, the specimen will be rejected and the physician's office/patient floor will be notified of the rejection.

- Exception to the policy may include irretrievable specimens, (i.e., amniotic fluid, bone marrow)
- When exceptions are approved, a Specimen Identification Accountability Statement (SIAS) must be signed by the approving individual and the person responsible for the specimen labeling.

### **Additional Testing on Already Submitted Specimens (“Add-On” Tests)**

If a physician writes orders for additional tests after specimens have been collected or submitted to Beebe Healthcare Laboratory, it may be possible to avoid an additional collection or draw. In most cases, this would apply to specimens less than 24 hours old, but some tests may be performed on serum that has been refrigerated for up to a week. Please call the Specimen Processing area at 302-645-3242 to request additional testing and to confirm specimen volume and type acceptability. If a problem arises after the order is taken, the laboratory will notify the patient care area and/or the physician's office immediately.

### **STAT Testing**

STAT testing may be ordered for hospital inpatients, outpatients seen at our Patient Service Centers, and specimens collected in the physician's office.

- When STAT specimens are collected in the physician's office, it will be necessary to page the courier
- Results will be reported within 45 minutes for inpatients and Emergency Department patients and within 2 hours of receipt in the laboratory for specimens collected in the physician's office or at the Beebe Health Campus - Rehoboth.
- The physician office will be notified of all requested STAT results.

### **Supplies**

Specimen vials, specimen collection containers, specimen collection kits, sterile culture containers, stool collection containers, and request forms are supplied without charge. Special containers are supplied by MML and will be forwarded to you upon request.