

# The University of Chicago Medical Center Laboratories Laboratories Phlebotomy Collection Information

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## INPATIENTS

### Inpatient Phlebotomy Team Sweep Time Collections

EPIC provides the opportunity to order testing and blood collection by the phlebotomy teams during designated phlebotomy sweep times.

- Sweep times are available *every two hours* as outline below except between the hours of 12am (midnight) and 4am.
- Batch your orders to sweep times in order to minimize the number of phlebotomies your patient will be required to face.
- If you have a time sensitive lab request (e.g., drug levels, cardiac labs, coagulation therapy, etc), batch your sweep orders with the timed requests.
  - Avoid the 4am collection for these types of requests
  - Consider collection by unit staff to better manage exact timing of collection

<b>Sweep Time</b>	<b>Collect Time Goal</b>
4am **	150 minutes
6am	90 minutes
8am	90 minutes
10am	90 minutes
12pm (noon)	90 minutes
2pm	90 minutes
4pm	90 minutes
6pm	90 minutes
8pm	90 minutes
10pm **	90 minutes

\*\* *4am sweep recommendations*

- The 10pm sweep should be used for daily orders instead of the 4am sweep for patients that are expected to be stable and when clinically appropriate,
- Due to the large volume of the 4am sweep, it should be avoided whenever possible for time sensitive draws.

### Non-Sweep Collections

- Non-sweep collections are those designated for specific collection times.
- Physicians are encouraged to coordinate other scheduled collections and testing around the scheduled, non-sweep collection time to minimize excessive phlebotomy.

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### **Non-Phlebotomy Team Collections**

The inpatient phlebotomy teams only collect in adult, non-ICU inpatient locations. The phlebotomy teams *do not* collect in ED, any procedure areas or Comer.

### **STAT Collections**

- STAT requests are intended for only truly urgent situations. The stat priority is to be used for medical emergencies only and only on tests listed in the Laboratory Handbook as available STAT.
- STAT requests are collected *within 60 minutes* of the download to the Lattice handheld.
- Do *not* place orders for stat and routine tests for the same patient for the same intended collection time. This will most often result in *patients being drawn twice* due to the way the systems prioritize downloads for stats over routine.

### **Add-on Requests**

- Place an add-on order whenever possible to minimize the frequency of phlebotomy.
- An add-on order reference guide provides information on add-on availability of commonly ordered tests.

### **Patient Transfers**

- Orders on patients who transfer from the recovery rooms or ED to a unit must be placed as “sign and hold”.
- The systems will not support phlebotomy collection of orders placed within the recovery rooms or ED that are designated for collection in outside of the recovery rooms or ED unless the order is placed as “sign and hold”.

### **EPIC Status Message**

- The Epic status of "*in process*" is an indication that the specimen has arrived in the Clinical Laboratories.

### **What is seen in the Lattice systems by those collecting samples**

- **Laboratory techs** only see orders in Lattice which were placed as *peripheral* draws.
  - Orders cannot be seen until after they download to Lattice.
  - Orders cannot be collected unless they are in Lattice
- **Nurses** are able to see orders in Lattice that were placed either as *peripheral* or *central line*.

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## **OUTPATIENTS/AMBULATORY**

### **Outpatient Phlebotomy Locations/Hours**

DCAM 3F	Monday through Friday 7:30am – 6:00pm; Saturday 8:00am - noon
DCAM 4F	Monday through Friday 7:30am – 4:00pm
DCAM 6F	Monday through Friday 7:00am – 6:00pm
Comer 2	Monday through Friday 7:30am – 6:00pm

*All Locations are closed on Medical Center holidays*

### **Patient Preparation**

- Instruct your patients of any test specific requirements (e.g. fast 12 hours prior to test), so they are aware and arrive prepared for a successful specimen collection.
- For patients collecting timed specimens (e.g. 24 hour urines), provide them with the appropriate containers and collection instruction if they are collecting at home – refer to the Laboratory Handbook for additional information.
  - Specimens collected at home and dropped off at a phlebotomy location must be clearly labelled with two unique identifiers as per Medical Center policy.

### **Orders**

- Orders must be available and released within the EPIC system in order for collection to occur.
- If the patient presents within the order expected and expiration date in an EPIC order, samples will be collected for those tests
- If the patient presents either before the expected or after the order expiration date in EPIC, samples will not be collected for those tests
- Orders for endocrine stimulation protocols/testing cannot be made in EPIC and must use a protocol specific form found in the Laboratory Catalog.
  - These collections must be performed by clinic staff and/or providers