



# CONWAY MEDICAL CENTER

## PROCEDURE

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

TITLE:	LAB-SPC-01.02.01 KNC Lab Submissions-PRO		
ISSUED BY:	Administrative Lab Director	REFERENCE #:	LAB-SPC-01.01-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2000-11-01

**SCOPE:** All laboratory and Kingston clinical areas involved with Lab ordering

### **PROCEDURE:**

- I. Registration : KNC resident billing status will be determined by KNC staff and entered into the hospital system as monthly recurring accounts.
- II. Orders: Kingston will be responsible for entering orders per written physician orders and will provide CMC with such orders as they are requested.
- III. Collections:
  - A. Responsibility: AM daily collections are the responsibility of CMC lab staff Monday – Friday. Lab staff will pull collection labels on site at KNC prior to collection.
  - B. Collections required at all other designated hours are the responsibility of KNC.
  - C. Special requests: CMC lab will assist with difficult collections on a per case basis.
- IV. Patient Identification:
  - A. Standard two patient identifiers should be used whenever possible.
  - B. Unusual circumstances: At times a patient may not have on an armband; if this is the case the nurse is responsible for the patient identification.
- V. Transportation of Samples:
  - A. Biohazard bags are used and are properly sealed.
  - B. Samples will be brought to the lab as soon as possible after collection. All staff should be aware of the collection to processing thresholds practicing appropriate storage if necessary.
- VI. Result Reporting: Direct electronic reporting to KNC.

**RECORDS:** NA

**REFERENCE STANDARDS:** GEN.40000; GEN.40016; GEN.40032; GEN.40050; GEN.40100

### **REVISION/REVIEW HISTORY:**

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
------	---------------------	--



# CONWAY MEDICAL CENTER

## PROCEDURE

***When in hard copy form, refer to Policy Manager to validate this as the most current revision.***

05/05/2011 lds	None	Reviewed/revised- Saved electronically in lab G drive.
10/18/2011 lds	Format	Change format for MCN policy manager
03/12/2013 lds	Format/Review	Reviewed no changes to content. Revised into Outline form.
03/14/2015 lds	ALL	Reviewed no changes
03/13/2015 lds	ALL	Reviewed no changes
03/16/2017lds	ALL	Reviewed no changes