



CONWAY MEDICAL CENTER

PROCEDURE

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

TITLE:	LAB-SPC-01.05 In house Specimen Received With No Order-PRO		
ISSUED BY:	Administrative Lab Director	REFERENCE #:	LAB-SPC-01.05-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2001-05-28

SCOPE: All clinical areas that may submit laboratory samples.

PROCEDURE: : LAB NOTIFICATION OF RECEIPT OF SAMPLE WITH NO ORDERS:

When any sample arrives in the laboratory from a site within the hospital with no orders (written or in the computer), the following protocol will occur.

- I. Phone the nurse in charge of the patient and notify them of the sample with no orders.
 - A. Repeat test to the nurse.
 - B. Share with nurse to insure proper sample quality order must be placed within the system timely or test will be cancelled.
- II. Lab Response:
 - A. 30 minutes post initial notification: Lab staff will order the NOLABOR (LAB NO ORDER) test in the computer. For the result the lab will type in the result field a message like this, “ no order, pending response, second request”. That result should be broadcast so that it will print directly to the unit.
 - B. 1 hour post initial notification : Lab staff page supervisor on duty or clinical coordinator. Share information and note that time and to whom the message was given in the NOLAB test (shift right arrow)
 - C. If there is no response the lab can assume the specimen no longer meets criteria and can be discarded. For urines and potential culture samples, it should be refrigerated until the next am when it can be tossed per protocols.

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)
05/05/2011 lds	None	Reviewed/revised. Saved electronically in lab G drive.
10/18/2011 lds	Format	Change of format for MCN policy manager
03/18/13lds	All	Placed in newest MCN format Reviewed-Changed Title only lds
03/02/15lds	All	Reviewed no changes
03/16/17lds	All	Reviewed no changes