



Clinical Laboratory · Policy
830 BAYOU PINES WEST · LAKE CHARLES, LA. 70601

[SPECIMEN REJECTION]

Policy Number: 44

Issue Date: [11/1/01]
Revised/Approved Date: June 18, 2003, January 14, 2008, July 22, 2008,
April 15, 2010

Approved By

Purpose: To handle specimens which are received and are unacceptable

Policy: When specimens are received in the laboratory, they may be rejected for any one of the following reasons. Specimens should not be rejected until the appropriate efforts have been made to correct the problem.

If the specimen is received unlabeled or with improper label **or without TWO identifiers:**

1. Call the Dr's office
2. Have a person responsible for the collection identify and place a proper label upon the specimen. Send the specimen back to the account
3. Reject and recollect if there is any doubt about positive identification or specimen label does not match requisition

If the specimen is received in an incorrect container, collected improperly, clotted or grossly hemolyzed, QNS (due to leaking or amount received) or improperly labeled send the client an explanation by following the rejection procedure below.

If the sample is not too hemolyzed mark the report hemolyzed and pick an appropriate message as to possible test interference.

SPECIMEN REJECTION PROCESS

1. Order Rejection order code in order entry. SLAB 1,5,1
2. If there are other tests that may be performed, order Rejection code first so it will appear at the beginning of the report.
3. At order entry you will be prompted to answer two questions: What testing are you unable to perform and the reason. Please see example below.
4. The person placing the order will be responsible for answering the two questions below then informing the department responsible for normally performing the test.

Question 1: REJECTED SPECIMEN OR TEST
| TESTING UNABLE TO PERFORM:

Question 2: REJECTED SPECIMEN OR TEST
REASON FOR REJECTION:

5. The tech in the department will enter results for Rejection order code in result processing. SLAB 1,10.
6. You may control Z on any test to free text more information when needed.
7. Rejection order code has been created under a workgroup and department called Admin.
8. This process allows us to track problems using the computer rather than documenting the info on the requisition. If you want to document the info on the requisition you may, but it will not be necessary.
9. We will no longer need to complete a QNS sheet and fax it to the doctor because SLAB will now automatically do it for you.

Please see below a sample of the report that will print to the doctor.



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Patient Name TEST, PATIENT		Report Status FINAL	Ordering Client SWEET, LELDON DR. 3345 PLAZA 10 DR. SUITE E BEAUMONT, TX 77707 SWEET, LELDON, MD
Accession # A001200	Patient ID# 050107TESTPM	Patient Chart #	
Gender M	Date Of Birth 05/01/2007	Age 8M	Patient Phone
			Collected: 01/09/2008 16:50 Reported: 01/09/2008 16:26 Reprinted: 01/09/2008 16:26

TEST(S)	RESULT(S)		REFERENCE RANGE	UNITS	REF LAB
	NORMAL	ABNORMAL			
REJECTED SPECIMEN OR TEST TESTING UNABLE TO PERFO REASON FOR REJECTION RESOLUTION PLEASE REDRAW PATIENT IF TEST IS NEEDED.	CBC CLOT REDRAW				

Unless otherwise noted, testing performed at:
 The Pathology Laboratory (APMC), 830 Bayou Pines West, Lake Charles, LA 70601

Reference:
 CAP Standards, HHS Standards, The Pathology Laboratory



I have performed the annual review of this Policy

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Signature_____ Date_____