POLICY & PROCEDURES:
It is the laboratory’s policy to report accurate results that reflect the status of patients from whom the specimens are collected. When the laboratory personnel identify a condition that could significantly alter the accuracy of the test results for analytes requested, it is their responsibility to alert the ordering physician or nursing unit of this condition and to recommend that the specimen be recollected.

Since only the proper specimens yield accurate results, all unsatisfactory specimens will be rejected as per the College of American Pathologists’ regulations. To avoid delays in reporting and inconvenience to patient, practitioner and laboratory, it is essential to submit the proper specimen for the tests requested.

Specimens will be considered unsatisfactory for one or more of the following reasons:

1. Specimen unlabeled
2. Specimen improperly or incompletely labeled
3. Specimen improperly collected
4. Specimen hemolyzed
5. Specimen clotted
6. Specimen label illegible or partially written
7. Specimen grossly contaminated
8. Specimen collected or submitted in an improper container or tube
9. Specimen on outside of container
10. Tube inadequately filled
11. Tube overfilled
12. Specimen temperature requirements not followed
13. Specimen not received by day & time range required
14. Specimen lacking preservative or has improper preservative
15. Sterility of specimen in question
16. Quantity of specimen not sufficient
17. Syringe specimen rejected with needle attached
18. Histology or cytology specimen not accompanied by completed requisition

In certain settings, the ordering physician may still wish to have the analysis performed and it may be reasonable to still test the specimen. In this case, the results will be supplemented with an appropriate comment.

When rejecting specimens, the order in the computer must be cancelled with the reason for rejection.

All specimens that are in need of recollection must have a recollect form filled out to include who was notified of the recollection and that form is to be routed to the appropriate department for recollection and QA analysis.
Subject: Rejection of Specimens for Testing  
Origin Date: 3/98

Review Date: 5/14/2014  
Revision Date: 12/99, 5/00, 7/02, 10/10/07, 3/11/08, 1/09, 2/11, 2/5/2013, 5/14/2014

Regulatory References: CAP GEN.20316  
Cross References: LAB-27-005 Chemistry-Rejection of Specimens; LAB-09-019 Rejection of Specimens for Microbiological Assay. Refer to each analyte procedure for specific instruction on acceptable specimen types, Recollect form

Medical Director of Laboratory                                Date

Clinical Manager                                               Date

All subsequent revisions and reviews will be tracked electronically using Compliance 360