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| **Subject:** | Courier Specimen Transport | | | **Origin Date:** | 1997 | |
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| **Review Date:** | | | 2/9/2021 | **Revision Date:** | | 3/99, 10/04, 1/07, 4/7/2008, 1/27/10, 2/6/2013,2/26/2016,6/7/2017,3/28/2018 |
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| **Regulatory References: CAP.GEN.40530**  **CAP.GEN.40515, CAP.GEN.40535** | | | | **Cross References:** | | |
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**POLICY:**

Specimens are collected at off site locations and transported from that location to the hospital by the Hospital Couriers. The following procedure is followed in order to ensure specimen integrity.

**Procedure:**

1. All specimens collected will have a valid physician order and be labeled with the patient’s full name and date of birth.
2. The specimen is recorded on the send out log with the date, patient name, date of birth, ordering provider, tests ordered and orders check, time drawn and initials of the associate. Sites that have access to Pathnet will order the tests in the computer, generate labels and label the samples at their site. The samples will be logged in to their site using the Specimen Log in function. Using the Transfer Specimens function the samples will be logged onto a transfer list and then transferred from their site to the Hospital. In Pathnet this will show the specimens as being “In transit” from the off-site to the hospital. The transfer list created in Pathnet is the specimen log for those sites with access to Pathnet.
3. Serum specimens are allowed to clot and then spun as needed. Spinning of serum samples must be done within 2 hours after collection.
4. The samples are placed into a biohazard bag and the orders are placed in the outer envelope on the bag. These samples are stored at the appropriate temperature according to the Collection manual until the courier picks them up. Samples that need to be frozen immediately should be drawn at the Main hospital.
5. The courier arrives at their scheduled time. The associates at the site makes sure all specimens and orders are in the bag and zippers it closed. **Any STATs or temperature sensitive specimens will be verbally noted to the courier.**
6. The courier signs the log sheet with their initials and the time. They place the bio hazard bag into a transport bag to carry the specimens to the van where they are placed into a secured container for transport. These transport bags prevent the samples from being exposed to extreme temperatures. Pick-up schedules are set-up so that samples drawn are delivered at the hospital laboratory within acceptable testing limits.
7. Samples must be triple packaged. The first container is considered the tube or container the sample is collected in. The second container is a biohazard baggie the sample was placed in at the off-site. The third container is a larger biohazard bag that is labeled with the facilities name/location. The fourth is the transport container used by the couriers.
8. After picking up scheduled sites they return to the hospital and bring all the biohazard bags to the Specimen Processing Area of the laboratory.
9. At the specimen processing bench, a hand off process takes place. The courier will hand the large biohazard bag to the specimen processor who will check it off on the sheet for the specific route and record the date and time received on the sheet. **Any STATs or temperature sensitive specimens will be verbally noted to the specimen processor.**
10. The specimen processor will unbag the samples. Specimens that have been ordered in Pathnet are logged into the lab under the “Specimen Log-in” function. Specimens that have not been ordered in Pathnet are ordered in Pathnet and a computer label is affixed on every sample.
11. Once all samples from a site have been logged in, the specimen processor must log in the Transfer List received with the samples under the List option under the Specimen Log-in function. Samples on the list with accession numbers that have **not** been logged in will continue to appear on the list. These accession numbers must be investigated so the list will be completely logged in.
12. If there’s a discrepancy between samples received and what is recorded on the log or transfer list, the site is contacted for resolution. If needed, the problem is documented on a problem form for recollection of samples. These incidents of non-compliance are trended and shared with the site coordinators for process improvement.
13. Samples received from physician offices that are not part of the Lourdes Hospital System come under the same regulations for completing order forms, proper sample labeling and integrity of specimens.
14. All Transport logs are kept by the Hospital for 7 years.
15. Annually this policy will be reviewed with the courier staff of the hospital to ensure on-going knowledge of the process. This information is included in the Specimen Processors competency which is reviewed annually by that staff.
16. Any updates or revisions to this policy must be sent to the Courier Team leader to ensure that all couriers are up to date on the transport policy.

***All specimens received in the laboratory are transported in a biohazard bag, appropriately labeled and all containers must have lids that are tightly secured in order to prevent spillage.***

Courier Staff: I have read the above information and I am aware of the regulations that encompass the transport of specimens from the off-sites to the Laboratory Specimen Processing area.

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**Electronic Authorizations:**

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