

Submitting Lab Sample Orders – Internal Client

1. Identify specimen(s) to be sent to HealthCare Clinical Laboratory.
2. Order the appropriate test(s) through the interface.
3. Specimen must be labeled appropriately.
 - a. Every specimen container must have an affixed label.
 - b. Label should be legible – use smudge-proof pens to avoid smearing on label.
 - c. Label must have AT LEAST two unique patient identifiers.
 - i. Patient's first and last name (correctly spelled) and one of the following:
 1. Patient's date of birth
 2. Medical record number or account number
 3. Social security number
 4. Specimen identification number
4. Generate a packing list/manifest for each different type of storage and transportation temperatures.
5. Match specimens to entries on the packing list to confirm there is a specimen for each test ordered and for each temperature requirement.
 - a. A separate tube should be submitted for each panel or test ordered on the same patient, in particular for tests requiring frozen specimens.
 - b. If submitting more than one specimen per patient, and specimens require different storage and transportation temperatures, use separate bags and requisition for each temperature type.
6. Place specimens in specimen transport bag labeled for HCCL. The packing list/manifest should be inserted in the outer pouch. Mark the box for the appropriate temperature on the transport bag.
7. Store the bag at the appropriate temperature in the location for the courier to pick up.
8. Microbiology specimens must be bagged separately with the appropriate packing list. The source of the specimen is required. Note left or right on source if applicable.
9. Collection tubes or transport media must not be expired.
10. Couriers will not transport specimens that are leaking or are not in a secondary package.
 - a. **Primary Receptacle:** The specimen must be placed in a watertight primary receptacle (aliquot or primary tube) and securely capped. If a specimen is

submitted in a glass container, it must be sufficiently protected to avoid breakage.

- i. Preferred aliquot or primary tubes are 12mm x 75mm, 13mm x 75mm, or 13mm x 100mm.
 - ii. Syringes with needles attached are unacceptable.
 - iii. When aliquoting for a test requiring frozen specimen, it is critical to leave an air space at the top of the tube to allow for expansion and to prevent leakage.
- b. **Secondary Packaging:** The primary receptacle is to be placed inside a watertight specimen transport bag with a biohazard label designation on it. Place an absorbent sheet inside the biohazard bag with the specimen. The absorbent sheet must be large enough to absorb the contents of the specimen if leakage were to occur.