

BRMC LABORATORY COLLECTION MANUAL

LABORATORY OPERATIONS

- Laboratory Scope of Care
- Tests Performed by BRMC Laboratory In-House
- Laboratory Staffing
- Order Entry Labels/Forms
- Laboratory Testing Schedule and Stat List
- Specimen Requisitioning and Sample Flow
- Identity of all Patient Specimens
- Accepting and Rejecting Specimens
- General Rules for Transporting Specimens to the Lab and Shipping Specimens
- Reviewing Blood Drawing Practices in Order to Minimize Blood Volumes
- Identity of Testing Personnel or Analyst
- Laboratory Reporting of Results
- Laboratory Reporting Ranges and Reference Ranges
- Laboratory Reference Ranges and Therapeutic Ranges -- List
- Laboratory Defined Turn-Around-Times
- Information Required for a Standing Order
- Laboratory Policy Regarding Patients with Restraints

CRITICAL VALUES

- Notification of Critical Results and Critical Tests Including Values
- Notification of Physician when Critical Limits in Immunohematology Occur

REFERENCE LABS

- Selection and Evaluation of Reference Labs
- Reference Labs List

BLOOD COLLECTION PROCEDURES

- Blood Collection Procedure
- Laboratory Process of Identity of Outpatients and Patients from Centralized Scheduling
- Skin Puncture Technique

SPECIMEN REQUIREMENTS

- Description of the Outpatient Requisition
- Lists of Tests Within the Most Common Profiles and Panels
- Tests Done in House Specimen Requirements
- Reference Tests Specimen Requirements and Applicable Patient Information and Instructions
- Laboratory Test Mnemonics

INDIVIDUAL PROCEDURES

- Blood Collection on Filter Paper for Neonatal Screening Programs (PKU)
- 2-Hour Post Prandial Blood Sugar
- Glucose Tolerance Collection
- Glucose Tolerance Collection Patient Time Reminder
- Glucose Screen OB
- Glucose Tolerance Test OB 3-Hour
- Glucose Tolerance Instructions
- Cortrosyn® Stimulation Test
- Bleeding Time
- Timed Study Specimens
- Documentation for Triple Maternal Screening Test
- Documentation for AFP Tetra Maternal Screening Test
- Instruction Sheet for Maternal Screening
- Collection of Semen Specimens

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Patient Instructions for Collection of Semen Specimens
Collection for Urinary Calculi Analysis
Gastrin Stimulation Test after Secretin
Fetal Fibronectin (fFN) Physician Specimen Collection Instructions

PROCEDURES SPECIFIC CLINICAL AREAS

Hematology Specimen Collection, Preparation, and Storage
Urine Collection for Urinalysis
Instructions for Urine Specimen Collection Clean Catch, and Midstream
Patient Instructions for Routine Urine Specimen Collection and Clean Catch
Patient Instructions for Routine Urine Specimen Collection and Clean Catch (Spanish)
Urinalysis: Biochemical Testing and Criteria for Microscopy
Criteria for Performing Urine Cultures when Ordered: Perform if Indicated
Specimens for Coagulation Testing
Acceptable Specimens for Chemistry
Criteria of Samples for Compatibility Testing
The Ident-A Band Blood Recipient Identification System
Specimen Storage Stability Chemistry
Specimen Storage Stability Hematology/Coag/UA and Order of Draw
Specimen Storage Stability Microbiology Tests
Specimen Storage Stability Serology Kit Tests

24-HOUR URINE AND STOOL COLLECTIONS

Urine Specimen Collection for 24-Hour Specimens
General Patient Instructions for Urine Specimen Collection for 24-Hour Specimens
General Patient Instructions for Urine Specimen Collection for 24-Hour Specimens (Spanish)
Collection Instructions for Timed Stool Specimens
Patient Instructions for Collection of Timed Stool Specimens
Patient Instructions for Collection of Timed Stool Specimens (Spanish)

MICROBIOLOGY

Microbiology Specimen Collection and Transport
Rejection of Microbiology Specimens
General Guidelines
Acid Fast Culture Specimen Collection
Anaerobic Culture Specimen Collection
Blood Culture Specimen Collection
Bone Marrow Specimen Collection
Collection Instructions for Bone Marrow Culture
Bone Marrow Checklist
Cerebral Spinal Fluid Specimen Collection
CSF Orders Form
Ear Culture Specimen Collection
Eye Culture Specimen Collection
Fungus Culture Specimen Collection
Genital Tract Culture Specimen Collection
Lower Respiratory Tract Culture Specimen Collection
Miscellaneous Culture Specimen Collection
Stool Culture Specimen Collection
Collection Guidelines for Microbiology Stool Tests
Patient Instructions for Collection of Stool Tests for Microbiology

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Upper Respiratory Culture Specimen Collection
Urine Culture Specimen Collection
Viral Culture Specimen Collection
Wound Culture Specimen Collection

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PATHOLOGY

Correct and Complete Requisition for Every Specimen

Tissue Specimen Collection for Routine Histology

OR Tissue Specimens

Procedure for Disposition of Breast Tissue

Non-Gyn Cytology Specimens Procurement Recommendations

Collection and Submission of Specimens for Gyn-Cytology (Thin Prep)

Collection and Submission of Specimens for Gyn-Cytology (Conventional)

Fine Needle Aspirates

Bone Marrow Collection for the Pathology Department

Procedures for Sending Bronchial Specimens to Laboratory and Pathology

Fixing Non-Gyn Cytology Specimens Brought to the Laboratory After-Hours