

El Paso - Ambulatory Clinic Policy and Procedure

Title: LAB SPECIMEN COLLECTION	Policy Number: EP 3.16
Regulation Reference:	Effective Date: 11/2013

Policy Statement:

It shall be the policy of Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) Ambulatory Clinics to provide for the safest means of collection and transport of lab specimens.

Scope and Distribution:

This policy applies and will be distributed to all TTUHSC at El Paso clinics.

Procedure:

1. Handling of Specimens: All specimens should be handled as if they were known to be infectious. The outside of all specimen containers should be clean. Specimens should be transported in a manner that minimizes spillage problems. This may mean using Ziploc bags or other containers.

2. Labeling of Specimen Containers:
 - a. All specimen containers, freezers, incubators, and refrigerators used to store specimens should be labeled "Biohazard".
 - b. All specimens should be labeled in the presence of the patient or his/her legal representative, with the patient's name, medical record number, date of birth, date and time of specimen collection and initials of person collecting and labeling the specimen.

3. Patient Identification: Two patient identifiers should be used before obtaining lab specimens. Ask the patient name and date of birth and compare to the medical record.

4. Lab Requisition Forms: Lab requisition forms should be completed per procedure for contracted lab.

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee Chair Texas Tech University Health Sciences Center at El Paso	