POLICY STATEMENT:

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

SCOPE:

This policy applies to all TTUHSC ambulatory clinic operations conducted through its Schools of Medicine and School of Nursing.

PROCEDURE:

1. Handling of Specimens: All specimens should be handled as if they were know 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.

CERTIFICATION:

This policy was approved by the Deans for the Schools of Medicine and Nursing June 2011.