

Nursing Station Manual

Title: Specimen Rejection

Section: General Information

Original Preparation Date: January 2006

Written / Issued by: Laboratory Manager

Revision Date: Nov 06, Dec 10, Dec 11

Approved by: Laboratory Director

Review Date:

Specimen Rejection Notification

Institution/Ward: _____

The following requisition and/or sample is missing important information required to process the sample.

Name: _____

Specimen Type: _____

The following information is missing from the Requisition:

☐ Full Name☐ Attending Physician☐ Unique ID#☐ Nature of Specimen☐ Date of Birth☐ Date / Time of Collection☐ Health Card Number☐ Antibiotic☐ Patient Room # / Ward / Location☐ Demographics on requisition do not match
Information on specimen

The following information is missing from the Specimen:

☐ Full Name☐ Initials of Collector☐ Date and Time of Collection☐ No Specimen Submitted☐ Specimen Site / Type

Specimen Errors:

☐ Specimen >48 hrs old and received 'not frozen'☐ Specimen grossly hemolyzed☐ Specimen volume insufficient for testing☐ Specimen collected in wrong vial☐ Specimen received unlabelled☐ Specimen leaked in transit☐ Specimen clotted☐ Specimen received frozen☐ Specimen > 48 hrs old (CBC'S)

Minor Specimen Errors:

☐ Specimen collected in wrong media☐ Urine Culture > 5 days old☐ Smear broken in transit☐ Sputum > 24 hrs old☐ Swab > 72 hrs old☐ PLEASE RECOLLECT SPECIMEN

The specimen and requisitions will be held in the laboratory for 24 hours, after which time if the information has not been provided, the specimen and requisition will be discarded. It is expected that every effort will be made to complete the information in a timely manner. Please call the Lab at 097-787-8050 Ext. 4000 as soon as possible.

Comments:

Date / Time Issued: _____

Technologist Signature: _____

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2.2.6. ➤ Labelled Specimens / No Requisition:

The laboratory will contact the physician, if the physician can be identified, to inform him/her that labelled specimens have been received but without an accompanying requisition. The laboratory may, in consultation with the physician, develop a requisition and proceed with testing. Reports will be issued and the laboratory will forward the requisition to the physician for signature. If the physician cannot be identified, the specimen will generally be rejected.

2.3. Other Conditions for Specimen Rejection:

The following specimens are automatically rejected and recollection is required.

- Specimens of inadequate volume collected in anticoagulant and those specimens of inadequate volume for proper testing.
- Specimens stored improperly; for example, allowed to remain at room temperature for extended periods of time.
- Specimens not properly mixed with preservative; for example, stool for culture.
- Grossly hemolyzed, lipemic or icteric specimens
- Excessive delay in transport of specimen
- Leaking/contaminated specimens
- Unsuitable specimen for type of request.
- Contaminated specimen; for example, sputum contaminated with saliva, urine contaminated with stool.
- Improper patient preparation.
- Urine specimens greater than two (2) hours old.

Refer to 2.2.1. if the specimen is considered irretrievable.