Temperature Control Requirements

Laboratory Education for Physician Office Staff



Temperature Control Information ONLY

PLEASE REFER TO THE *LABORATORY SERVICE MANUAL* FOR ALL QUESTIONS ON SPECIMEN COLLECTION.

If needed, please call 333-5514 for technical support

This educational material is for TEMPERATURE CONTROL information only.

Importance of Temperature Control

- Per our inspection agency, College of American Pathologists (CAP), MMC Lab is required to maintain proper storage and transport temperatures for all specimens from <u>time of collection</u> to <u>time of</u> <u>analysis</u> to ensure specimen integrity.
- Specimen integrity (reliability) is vital in order to have accurate results for your patients.
- This reliability must be maintained from collection through processing.
- Attention must be given to:
 - Temperature
 - Preservation needs
 - Special transport containers
 - Time limitations

Determine Proper Temperature Storage

Refer to *Temperature Guide for Storage and Transport* for proper storage temperature for all specimens:

- Room temperature
- Refrigerated
- Frozen



Temperature Guides



Form # 40410 (Feb 2013)

Quick Reference

Complete - Temperature guide SPECIMEN STORAGE AND TRANSPORT

Temperature guide only – refer to Laboratory Service Manual for complete collection and storage information.

	COLLECTED	BY MMC LAB ONLY					
Ammonia		Protein C-Resistar	nce, Activated				
AntiphospholipidAb		Protein S, Function	Protein S, Functional (Activity), Plasma				
Antithrombin III, Functiona	I (Activity).		Semen Analysis, Fertility				
Chain of Custody Collectio			TB Gold (Quantiferon)				
Cortisol, Saliva		Urovision (FISH)					
Cryoglobulin and Cryocrit			Vitamin A				
Glucose, Cola 1 Hour, Preg			Vitamin B1				
Slucose Tolerance Tests			Vitamin B2				
HIV1 RNA, QN, PCR			Vitamin B6				
Homocysteine			Vitamin C				
actic Acid			Vitamin E (Tocopherol), Serum				
upus Anticoagulant Evalu	ation		Vitamin K1				
Platelet Aggregation Study		Von Willebrand Fa	Von Willebrand Factor Antigen, Plasma				
	(Von Willebrand Panel					

AMBIENT - STORAGE AND TRANSPORT ABO, Rh Type/Antibody Screen, Blood Culture, Blood Activated Partial Thromboplastin Time (APTT), Plasma Culture, Body Fluid or Spinal Fluid Antibody Identification, RBC Antibody, Plasma Culture, Ear or Eye Antibody Screen, Indirect Coombs, Plasma Culture, Fungus Antibody Titer, Prenatal, Plasma Culture, Group B Strep Only BCR/ABL Double Fusion, (FISH) Culture, Nasal Bordetella Pertussis DFA & Culture Culture, Neisseria Gonorrhoeae (GC) Closure Time, Blood Culture, Throat (all types) Coagulation Factor V Mutation (Leiden), Blood Culture, Urine must submit in preservative container Direct Coombs (Polyspecific)/Newborn Workup Culture, Abscesses, Drainage Specimens, Wounds, Etc. Fetal Hemoglobin (Fetaldex) Culture, Anaerobic Bacteria Fibrin Split Products, Plasma May 2013

Complete Reference

Record Information on the Lab Request Form

- Designate on form the number of specimens according to temperature requirements.
- If the patient's specimens require two storage temperatures, store the request form in the refrigerated bag.

	cimens Record # of Specimens	Collection Date Collected By Copy of Reports to	Time	Phone /Fx to Dr's Name 1 2 3 4	• / Number // ///			
Ordering Physician (If	NPP order- enter Phys in oblige)	Family Phys / PCP	First		Dr. Office D VNA	Other		
Patient Name		First			Patient S.S. #	Birth Date		
Last Address Street		City			Medicare #	Phone		
Employer Name					Employer Phone			
Name of Insured	of Insured				S.S.# of Insured			
Name of Insurance					Group Number	Policy Number		
	— OR — A	Attach a copy of the insur	ance card and/or pa	atient demographic fac	e sheet	1		

Specimen Bag Preparation

REMEMBER to Record correct temperature on patient's specimen bag.



Office Transport Bag Preparation

REMEMBER to

- Attach office name labels to all transport office bags.
- Record correct temperature on office transport bag.



Office Transport Bag

 All specimen bags are to be placed inside of a temperature appropriate office transport bag. Use multiple bags if needed.

> Medium and large office transport bags are available on MMC Lab's Supply Order form.

Legibility is Critical

- Please be VERY diligent in CLEARLY labeling the patient's specimens.
- Legibility of the lone specimen (no form accompanying the specimen in the bag) is especially critical. Any specimen that can not be positively identified will not be processed, but entered into our "Registration Alert" process, resulting in reporting delays.

Example- Transport Office Bag with Specimen Bag



Office Record Keeping

Laboratory Specimens - Transported via CHS Courier to Meadville Medical Center Laboratory



Reference Specimen Packing List

Nursing staff is to complete this form. For patient name it is acceptable to use the initial of first name and the first 3 letters of last name. (E.g., M Smi will be acceptable for Mary Smith.) Circle if stat or lock box is used. For each patient, please record the quantity of specimens for each temperature indicated. At the bottom of this form, record total number of patient specimen bags sent per temperature.

Present this packing list to the courier when he/she collects the specimens.

Office Name CVHC				Courier Name (Completed by courier) Patrick Miller			
Date 4/5/13	STAT Lock		Box	Time 11 AM poute PM route			
Patient Name	Spec # Room Temp	Spec # Refrigerated	Spec # Frozen	Quality Comments (Lab use)			
M Smi	1	1					
JDoe		2					
8 Bro	1						
V <u>Gre</u>	1	5		missing 1 specimen- called Tina - resolved 4/5/13-DM			
Total Specimen Bags Sent	3	3					
Lab Staff Initials:	Total Specimens Received		ceived	Date and Time (Order entry completed)			
DM	3	8		4/5/13 12:30 pm			

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A *Reference Specimen Packing List* is to be completed for each courier run. This includes STAT and Lock Box deliveries.

Completed by Nursing:

- Office Name
- Date & Time
- Circle if STAT or Lock Box
- Patient Name- First initial of first name and first 3 letters of the last name are acceptable.
- Record number of specimens for each temperature group
- Record total at bottom.

Courier and Lab staff will document their portion as well.

Place in the outer pouch of the <u>Refrigerated</u> Office Transport bag.

Office Record Keeping



LABORATORY SPECIMEN LOG SHEET

Date	Name	Test Ordered	RT	Rfg	Fz	Date Report Recy'd
4/5/13	13 Mary Smith	INR, CBC	1	1		
	JohnDoe	CBC, BMP		2		
	Bruce Brown	Urinalysis	1			
¥	Víola Green	U C&S, CBC, AHP, Lipid Panel, Lytes	1	5		

- Many offices find the Laboratory Specimen Log Sheet helpful in the event of transport discrepancies. It is recommended that this log sheet be used for your office records.
- The Laboratory Specimen Log Sheet is found in the Lab intranet page under Forms.

Thank you for completing the Temperature Control Requirements educational module.

Please press ESC to return to the main menu.

