

Temperature Control Requirements

Laboratory Education
for
Physician Office Staff

April 2013

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 time of collection to time of analysis 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



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.

REGISTRATION for LABORATORY SERVICES

(Lab Use) SST ___ Lav ___ Blu ___ Red ___ Gd ___ Urn ___ Micro ___ Othr ___

Courier Transport Specimens Record # of Specimens RT <u>1</u> Rtg <u>2</u> Frz ___		Collection Date Collected By _____ Time _____	Phone / Ex to Dr's Name / Number 1 _____ / _____ <input type="checkbox"/> Pb <input type="checkbox"/> Ex 2 _____ / _____ <input type="checkbox"/> <input type="checkbox"/> 3 _____ / _____ <input type="checkbox"/> <input type="checkbox"/> 4 _____ / _____ <input type="checkbox"/> <input type="checkbox"/>
Ordering NPP / --or-- Copy of Reports to Last _____ First _____		Copy of Reports to Last _____ First _____	<input type="checkbox"/> Dr. Office <input type="checkbox"/> VNA <input type="checkbox"/> Other
Ordering Physician (If NPP order- enter Phys in charge) Last _____ First _____		Family Phys / PCP Last _____ First _____	
Patient Name Last _____ First _____		Patient S.S. #	Birth Date
Address Street _____ City _____		Medicare #	Phone
Employer Name		Employer Phone	
Name of Insured		S.S.# of Insured	
Name of Insurance		Group Number	Policy Number

— OR — Attach a copy of the insurance card and/or patient demographic face sheet

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: CVHC

✓ Room Temp

Patient
Daisy Duck

✓ Room Temp

PT

Office: CVHC

✓ Refrig

Patient
Daisy Duck

✓ Refrig

Form

CMP

CBC

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 Sm) 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) <i>Patrick Miller</i>		
Date 4/5/13	STAT	Lock Box	Time 11 <input checked="" type="radio"/> AM route <input type="radio"/> PM route	
Patient Name	Spec # Room Temp	Spec # Refrigerated	Spec # Frozen	Quality Comments (Lab use)
M Sm	1	1		
J Doe		2		
B Bro	1			
V Gre	1	5		<i>missing 1 specimen - called Tina - resolved 4/5/13-DM</i>
Total Specimen Bags Sent	3	3		
Lab Staff Initials:	Total Specimens Received		Date and Time (order entry completed)	
DM	3	8	4/5/13 12:30 pm	

Comments:

March 2013

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 Refrigerated Office Transport bag.

Office Record Keeping



LABORATORY SPECIMEN LOG SHEET

Date	Name	Test Ordered	RT	Rfg	Fz	Date Report Recv'd
4/5/13	Mary Smith	INR, CBC	1	1		
↓	John Doe	CBC, BMP		2		
↓	Bruce Brown	Urinalysis	1			
↓	Viola Green	U C&S, CBC, AHP, Lipid Panel, <u>Lytes</u>	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.

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