

**LSUHSC-SHREVEPORT  
LABORATORY POLICY AND INFORMATION MANUAL**

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**LSUHSC Phlebotomy Collection & Laboratory Reports**

PURPOSE:

To expedite collection of blood specimens for chemical determinations and placement of laboratory reports in the patient's clinical chart. The laboratory is only responsible for collection of those specimens ordered through the Hospital Computer System with "Unit Collect / N (no)" selected. The laboratory will collect only at the specified collection times regardless of whether or not the specimen request is selected "STAT" or "ROUTINE". If the specimen needs to be collected immediately, Nursing Service is responsible for collection of the blood specimens.

POLICY:

In order for the laboratory to collect blood specimens, the order must be placed in the Hospital Computer as "UNIT COLLECT-NO" and nursing unit personnel must key lab requests into the Hospital Computer by the following cutoff times:

COLLECTION TIME	CUTOFF TIME FOR ENTERING
A. Early Morning (5:30)	5:15
B. Mid Morning (10:30)	10:15
C. Early Afternoon (13:30)	13:15

After 13:15 each weekday (Monday-Friday) and after 10:15 on weekends and LSUHSC-S declared holidays, all laboratory blood collection requests are to be keyed into the Hospital Computer System with the next day's collection time in accordance with the collection time rounds.

1. Blood collection rounds shall be made on all inpatient units except the Intensive Care units with the exclusion of NICU which will also be collected by phlebotomists at 5:30 only, on a daily basis.
2. When blood specimens are requested on inpatients by a law enforcement agency as part of an investigation, the house supervisor shall be notified immediately. Blood specimens shall not be collected by LSUHSC or law enforcement personnel until approval has been granted by Hospital Administration.
3. STAT patient reports will be printed back to the nursing station automatically by the Hospital Computer as per Unit request. Nursing personnel have the option to print reports from the Hospital Computer System as needed.
4. Laboratory reports shall be delivered by laboratory personnel via the pneumatic tube system to the outpatient and inpatient units only if the Laboratory Information System computer is down for a lengthy time. Results entered before the LIS downtime will be available on the Hospital computer system. If the hospital system is down, outpatient and inpatient units may request that reports be tubed to them.
5. The phlebotomist will notify the unit RN if the blood cannot be collected and that the orders will be credited. When the phlebotomist credits the test they will note in the computer the RN notified. It is the responsibility of the RN notified to make sure that a new order is keyed in if the order could not be collected and is still needed for the next scheduled collection.
6. It will be the responsibility of the unit to collect at collection times other than the regular collection schedule or if the specimen needs to be sent to the laboratory immediately.

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<b>Responsible Party:</b>	<b>Function:</b>
Nursing Unit Personnel	1. Key in request for Lab, as ordered by the Physician, via the Hospital Computer System at the appropriate time requested. Notify phlebotomists of changes and additions to the original order when they are on the unit.
Phlebotomists	2. Call collection list report for requests for blood specimen collection at designated collection times.  3. Collect specimens following CLSI/NCCLS guidelines that are requested in the Hospital Computer System. Timed specimens and blood cultures are not collected by phlebotomists, rather by nursing service.  4. Notify nurse in charge of patient prior to leaving unit if unable to collect blood specimen. Responsible for crediting request with reason in the Laboratory Information System verifies blood collection in LIS with date, time, phlebotomist code, and necessary comments on blood specimens collected.
RN	5. Reviews laboratory values and notifies physician when appropriate.
RN, LPN	6. Performs venipuncture as needed for other than normal collection rounds or for requests that need to be sent to the lab immediately.