



General · Policy
830 BAYOU PINES WEST · LAKE CHARLES, LA. 70601

SPECIMEN REJECTION CRITERIA

GEN 40535, COM 06300

GEN-15

Adopted Date: November 1, 2001

Purpose:

To explain how to handle specimens that are unacceptable by The Pathology Lab or when a reference lab is unable to perform testing. Also, to explain how to handle rejected specimens and notify the client when specimens are suboptimal.

Policy:

CP Specimens will be evaluated for adequacy and acceptability for diagnostic evaluation when received in the lab. They may be rejected for any one of the following reasons listed below. Specimens should not be rejected until the appropriate efforts have been made to correct the problem. Specimens that are suboptimal need the order code SUBOPTIMAL attached to the accession, informing the client of the specimen's suboptimal integrity. Specimens that exceed stability, but the client requests the test to be performed, should have the STABILITY MESSAGE CODE attached. This will be input by the accessioner, but if not recognized at time of entry, this can also be performed by the performing tech. Temperature restrictions will be entered by the accessioning department. See the Suboptimal Specimen procedure below. The ALERT test code is also used to document communication between The Path Lab and the ordering client.

- A.** If the specimen is received unlabeled, improperly labeled, or **without TWO identifiers** (often addressed in accessioning):
 1. Call the doctor's office.
 2. Send the specimen back to the account, and have the person responsible for the collection identify and place a proper label upon the specimen. Document this information on the accessioning Returned Specimens Log.
 3. Reject the specimen and have recollected if there is any doubt about positive identification or the specimen label does not match requisition.

- B.** Specimens may be rejected by the reference lab. It is the reference lab's responsibility to contact the accessioning department. Contact may be by fax, phone call, or email. Quest was set up to email all three accessioners on September 26th, 2016.

- C.** If the specimen is received in an incorrect container, collected improperly, clotted, grossly hemolyzed, QNS (due to leaking or amount received), or improperly labeled, send the client an explanation using the rejection procedure below.

Procedure:

Clinical Specimen Rejection and Suboptimal Specimens

Rejecting a Specimen

1. Order REJECTION order code in SLAB Order Entry (1, 5, 1).
2. If there are other tests that may be performed, order REJECTION code first so it will appear at the beginning of the report.
3. At order entry, you will be prompted to answer six questions:
Question 1: DATE/TIME: *(Input the current date and time.)*
Question 2: PERSON NOTIFIED/TITLE: *(Input who you notified followed by his/her title.)*
Question 3: LAB PERSONNEL: *(Input your name or initials.)*
Question 4: TESTING UNABLE TO PERFORM: *(What testing are you unable to perform?)*
Question 5: REASON FOR REJECTION: *(What is the reason for the rejection?)*
FREE TEXT: Provide a brief summary of the reason for rejection. *(Optional)*
Question 6: RESOLUTION: *(Indicate a resolution for the client. Ex: resubmit, recollect, etc.)*
4. The person placing the order is responsible for answering the six questions and informing the department responsible for performing the test.
5. Accessioning or the person rejecting the specimen is also responsible for contacting the ordering client out of courtesy to inform them that the specimen is being rejected.

The REJECTION order code has been created under the workgroup and department called Admin, allowing us to track problems using the computer rather than documenting the info on the requisition. If you would like to document the info on the requisition, you may. However, it is not necessary. We also no longer need to complete a QNS sheet and fax it to the doctor because SLAB will automatically do it for you. Monthly, a report is generated and reviewed by the Quality Supervisor to see if there is a pattern that can be avoided.

Suboptimal Specimen

1. Order SUBOPTIMAL order code in SLAB Order Entry (1, 5, 1).
2. If there are other tests that may be performed, order SUBOPTIMAL code first so it will appear at the beginning of the report.
3. At order entry, you will be prompted to choose one of the following suboptimal criteria:
H – HEMOLYZED
I – ICTERIC
L – LIPEMIC
S – IMPROPERLY STORED FOLLOWING COLLECTION
U – RECEIVED UNSPUN OR IMPROPERLY SPUN
4. Once chosen, you will then enter your initials for verification of specimen condition.
VERIFICATION MADE BY: *(enter your initials)*
5. The disclaimer on the patient report will state the following: "Specimen received was sub-optimal for the above reason. Please interpret the results with caution. For a list of all analytical interferences, go to www.thepathlab.com."

See the sample reports below that will print to the client for rejected and suboptimal specimens.

Rejected Specimen:



The Pathology Laboratory (APMC)
 830 Bayou Pines West
 Lake Charles, LA 70601
 Phone: (337) 436-9557
 FAX: (337) 312-1311
 www.thepathlab.com

Lehrue Stevens, Jr., M.D., Emeritus
 Gault Townsend, M.D, Emeritus.
 Stephanie Richard, M.D. Regina Burton, M.D.
 Paula Eapen, M.D. Robert Rumsey, M.D.
 Brandi Kelly, M.D. John VanHoose, M.D.
 Thad Primeaux, M.D.

Patient Name TEST, TEST		Report Status FINAL	Ordering Client UNKNOWN UNKNOWN UNKNOWN,UNKNOWN
Accession # B269187	Patient ID# 010101DOEJM	Patient Chart #	Collected: 11/27/2017 13:15 Reported: 11/27/2017 13:17 Reprinted: 11/27/2017 13:17
Gender F	Date Of Birth 01/01/2001	Age 16	Patient Phone

TEST(S)	RESULT(S)		REFERENCE INTERVAL	UNITS	REF LAB
	NORMAL	ABNORMAL			
Comments: Unknown Fasting Specimen REJECTED SPECIMEN OR TESTS TEST UNABLE TO PERFORM REASON FOR REJECTION RESOLUTION DATE/TIME PERSON NOTIFIED/TITLE LAB PERSONNEL					
		CBC CLOTTED RECOLLECT 11/27/17 13:13 KATIE K., RN BDAUGH			

Unless otherwise noted, testing performed at:
 The Pathology Laboratory (APMC), 830 Bayou Pines West, Lake Charles, LA 70601

TEST, TEST

Page: 1 (Last)

Suboptimal Specimen:



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 Lake Charles, LA 70601
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 Thad Primeaux, M.D.

Patient Name TEST, TEST		Report Status FINAL	Ordering Client SWEET, LELDON DR. 3345 PLAZA 10 DR. SUITE E BEAUMONT, TX 77707 SWEET, LELDON, MD	
Accession # B244761	Patient ID# 040416TESTTF	Patient Chart #		
Gender F	Date Of Birth 04/04/2016	Age 18M	Patient Phone 337-436-9999	
Collected: 09/29/2017 15:11 Reported: 09/29/2017 15:11 Reprinted: 09/29/2017 15:11				
TEST(S)	RESULT(S) NORMAL ABNORMAL	REFERENCE INTERVAL	UNITS	REF LAB
Comments: Unknown Fasting Specimen SUB-OPTIMAL SPECIMEN SUB-OPTIMAL CRITERIA RECEIVED UNSPUN OR IMPROPERLY SPUN SPECIMEN RECEIVED WAS SUB-OPTIMAL FOR THE ABOVE REASON. PLEASE INTERPRET THE RESULTS WITH CAUTION. FOR A LIST OF ALL ANALYTICAL INTERFERENCES, GO TO WWW.THEPATHLAB.COM.				

Anatomic Specimen Rejection and Suboptimal Specimens

- Specimens will be evaluated for adequacy and acceptability for diagnostic evaluation.
- Sub-optimal specimens may be processed, however, specimen condition will be documented and the pathologist informed.
- In the event a specimen is rejected, it will be returned to the submitting facility for correction of the deficiency if applicable. The case is logged into a notebook and accessioning tracks when the specimen is returned. If the specimen is determined to be totally unacceptable for processing and evaluation, the requesting physician will be notified and the specimen discarded appropriately. **All deficiencies will be documented in case notes.**

4. The following is a list of criteria for specimen rejection:

DEFICIENCY	CORRECTIVE ACTION
Inadequate, absent or improper labeling	Call facility for verification and counsel or return to facility
Inadequate fixative	Addition of fixative
Grossly contaminated container	Disinfectant and counsel
Time lapse after collection too great to maintain viability of specimen	Rejection , discard and notification
Inadequate or absent requisition	Call facility for additional

Specimen collected by unauthorized Personnel

Rejection and counsel

5. Exceptions to mislabeling procedures due to time sensitivity include:
 1. Breast Specimens
 2. Lung Specimens
 3. Bones Marrows
 4. Muscle Biopsies
 5. Nerve Biopsies
 6. Lymph Nodes
 7. Specimens Received Fresh (Not in Formalin)
 8. Specimens for cultures/microbiology
 9. Specimens for flow cytometry
 10. Specimens for cytology
 11. Specimens for send out testing

If discrepancies in labeling cannot be immediately corrected over the phone for these specimen types, the specimen will be sent through to Histology to be processed. Any inadequacies are to be documented in the case and corrected at the earliest possible time (preferably the next day.)

6. Any concerns as to whether or not a case should be considered exempt from routine accessioning guidelines should be addressed with Kipp or Jimmy.

References:

CAP Standards, HHS Standards, The Pathology Laboratory