

## AMBULATORY PROCEDURES

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| <b>Name: IHIS Laboratory Manifest Policy</b>     | <b>Approved Date: August 16, 2016</b>    |
| <b>Department: Clinical Laboratories</b>         | <b>Effective Date: September 1, 2016</b> |
| <b>Approved by: Ambulatory Quality Committee</b> | <b>Revision Date:</b>                    |

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- I. **Statement of Purpose.** This policy summarizes the use of laboratory manifests to track all specimens from order to result in ambulatory clinics. This policy does not apply to clinics sending individual specimens through a pneumatic or gravity tube system directly to the laboratory.

The use of laboratory manifests will ensure that all clinic specimens are accounted for and all discrepancies are resolved for any patient with released laboratory orders.

II. **Definitions.**

*IHIS Manifest:* A customized report extracted from IHIS which contains physician lab orders released by defined departments in a specified period of time.

III. **Process.**

1. All ambulatory clinics sending laboratory specimens to another location via courier are expected to track the specimens using an IHIS generated manifest.
2. Manifest reports will be created for ease of use in each department group and maintained by the IHIS team. Timed reports will generate for Surgical Pathology Specimens and Laboratory Specimens (i.e. blood, urine, cytology, etc).
3. If additional specimens arrive after the timed manifest prints, an updated manifest must be pulled to account for all specimens present in each bag.
4. Each report must be reconciled by the clinic staff with the actual specimens. This reconciliation must occur prior to placement of any specimens in a courier receptacle. Any specimen unaccounted for will be investigated by the sending clinic until resolution.
5. Resolution will require sending the specimen if obtained, or crediting the specimen and placing a new order for specimens not obtained. If the sample is to be sent later on another shipment, it should be noted on the manifest.
6. The manifest should be signed and accompany the specimens placed into a biohazard transport bag. A second copy should stay onsite for 30 days.
7. Specimen bags will be transported and tracked by courier to final destination.
8. The receiving laboratory will verify the specimens received and keep the manifest for 30 days.
9. For any missing specimens, the receiving laboratory will notify the sender. Both parties will investigate and document for resolution.
10. For end of day runs, the closed clinic may be notified the following morning.

IV. **Resources/Links.** *Help Desk: 614-293-3861*