

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
NURSING HOME DRAW LOG PROCESS**

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Cross Referenced:

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Page: 1 of 1

PRINCIPLE: To properly track and log specimens from Nursing Home patients.

PROCEDURE:

1. Patients will be drawn at the nursing homes. Their samples will be returned to the laboratory for processing. The following process will be followed after entering the patients into Cerner.
2. Obtain the Nursing Home Draw Log Book located in Specimen Processing in overhead cabinet.
3. Open book and go to next available open page.
4. Fill in the date the sample was collected in the "Date" column – this information is taken from the prescription.
5. Fill in the time of collection in the "Time" column – this information is from the label.
6. Fill in the facility where the labs were drawn in the "Facility" column.
The choices are Heath Village, House of the Good Shepherd and Paragon Village.
7. Using the printed footer labels from the computer generated order, place the patient name label in the "Patient Name". Proceed to do the same with the test ordered. There will be a printed footer label with each test that is ordered. Place a label in the "Test Ordered" column.
8. In the "Collected" column, place a check mark as to whether or not the sample was collected.
9. The "Rejected" column is to be used if the collected specimen is not adequate for testing.
10. The initials of the phlebotomist who collected the sample are to be written in the "Phleb" column. This information can be found on the script.