



## Bassett Healthcare Network

**The Mary Imogene Bassett Hospital Clinical Laboratory:  
CLP:**

**Title (no LTR): Request for Sequestered Specimens**

**Revision: 1.01**

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**Last Approved Time: Forte, Samantha(Team Leader, CLP) (11/1/2019 10:47:10 AM)**

## Request for Sequestered Specimens

### **Purpose:**

There are times when the lab is requested to sequester specimens for additional testing by another agency. This request will usually be made through Risk Management, however, it can be made directly by that agency.

### **Scope:**

This policy shall apply to all personnel receiving the request, securing the specimen and transferring the specimens to the requesting agency.

### **Administration:**

The Business and Support Services Managers, in consultation with other laboratory technical specialists and laboratory managers will implement, review and revise this policy.

### **Procedure:**

By the time the lab receives a request to sequester specimens, the specimens most often will have been already collected, tested and placed in storage.

1. When a call is received requesting that specimens be sequestered, forward the call to the Business and Support Services Manager, or any covering manager or charge person.
2. The person taking the call will record pertinent information including patient name, MRN or DOB if available, and date/time of the specimen(s) to be sequestered on the lab sequestered specimen log.
3. Access the LIS and record any accession/specimen numbers for the date/time specified.
4. Obtain a lock box from one of the following locations; the three door refrigerator used to store Chemistry specimens, in the courier area of CLP, or in Microbiology.
5. Pull all of the requested specimens, place them in a zip lock specimen bag and place them in the lock box in the refrigerator or under the proper temperature for the specimen type. If a specimen is not available, put a line through that accession or specimen number on the log.
6. Once all specimens have been pulled, make 1 copy of the log to be forwarded to the appropriate manager and place the log in the lock box with the sequestered specimens. If multiple specimens are stored at different temperatures, retain the key for each lock box. If specimens are sequestered on off hours or weekends, the key may be passed to a manager the next business day.
7. Once the requesting agency has arrived to take the sequestered specimens, the person handing over the specimens will complete the log and forward it to the Business and Support Services Manager.

Original Approver:

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Last Updated Time: Forte, Samantha(Team Leader, CLP) (11/1/2019 10:47:10 AM)

Folder Name: CLP\CLP General Procedures