



## Standard Operating Procedure

<b>Procedure Title:</b>	<b>Processing Urine Cultures</b>
<b>Date:</b>	<b>12/27/21</b>
<b>Version:</b>	<b>2.0</b>
<b>Department:</b>	<b>CIC</b>
<b>Approved By:</b>	<b>Brooke Gregory</b>

**Purpose:** This SOP is to provide the Medical Assistant with the proper steps for processing a urine culture.

**Procedure:** Once the provider has determined that a urine culture is needed for a patient, the medical assistant will do the following based on the time the specimen is collected and delivered to the lab:

1. If the specimen is delivered to lab BEFORE 4pm on a Friday:
  - a. Obtain clean catch urine from patient in a sterile urine collection cup
  - b. Transfer urine into GRAY BD Urine C&S Preservative Vacutainer and label with patient name and DOB
  - c. Place order in chart: culture, urine + sensitivity
  - d. Print out PATIENT DEMOGRAPHICS
  - e. Place specimen in QUEST specimen bag and deliver to the lab and place either on counter in front of centrifuges or on 2<sup>nd</sup> shelf of refrigerator labeled with blue tape.  
\*No need to fill out requisition, the lab is responsible for ordering the tests through the Quest Portal.
  
2. If the specimen is delivered to the lab AFTER 4pm on a Friday:
  - a. Obtain clean catch urine from patient in a sterile urine collection cup
  - b. Transfer urine into GRAY BD Urine C&S Preservative Vacutainer and lab with patient name and DOB
  - c. Place order in chart: culture, urine + sensitivity
  - d. Print out PATIENT DEMOGRAPHICS
  - e. Place specimen in QUEST specimen bag with patient demographics and deliver to the lab
  - f. Complete a QUEST requisition form:
    - i. Patient name
    - ii. Date/time specimen collected
    - iii. Diagnosis code

