



Standard Operating Procedure

Procedure Title:	Protocol for Specimen Drop Off
Date:	12/8/21
Version:	1.0
Department:	Clinical
Approved By:	Brooke Gregory

Purpose: To define which lab specimens are appropriate to deliver to lab and which need to be scheduled on the nurse visit schedule.

Procedure: Patient walks into clinic with a specimen for lab drop off. Front Desk is to check the following:

- Pull patient up in the system-verify name and date of birth.
- Ask patient what the specimen is that they are dropping off.
- If the specimen is stool deliver specimen to lab and process is complete.

If the specimen is urine or anything else, follow below steps:

- After verifying patient in the system, take specimen from patient.
- Add patient to the nurse schedule
- Ask patient to wait in the waiting room while the MA verifies that orders are in place AND inform the patient that the MA will be out to verify when they are ok to leave.
- Place specimen in the dirty room.
- Put in Medical Assistant chat **NURSE VISIT** for specimen drop off and/or patient waiting in lobby.
- Medical Assistant will then take over process.

Medical Assistant will follow below:

- Check nurse schedule and open patient's chart
- Verify what order is ie: urinalysis, urine micro, urinalysis w/ culture and sensitivity or other order.
 - a) If urinalysis **ONLY**, verify order in chart and specimen is appropriate to run



- b) Let patient waiting in the lobby know that their order is in place, and they will be contacted with results.
- c) Run urine dip and result in chart (if no order and only documentation that OK for lab, place order and result)
- d) Sign order then route nurse visit to provider
- e) If order is to be completed by the lab, Medical Assistant is to take specimen to the lab and inform lab staff (If no one available, place specimen in the fridge and inform lab staff upon their return)

There **MUST** be documentation in the chart giving approval for order from provider. Either as an order in the chart or a written note that patient is to bring specimen into clinic per provider.