

## Specimen Receiving: Clinical Pathology

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### **SPECIMEN RECEIVING AREAS**

The Central Specimen Receiving Area is located at the VCU Medical Center in the Clinical Support Center, 6th floor. Specimens are received from inpatient hospital units, outpatient clinics, research grant programs, and outreach services.

Deliver Transfusion Medicine specimens directly to the Gateway Building, 6th floor, for all VCU Medical Center inpatient hospital units and outpatient clinics.

### **SPECIMEN RECEIVING PROCEDURES**

Orders on inpatients and outpatients are placed in the Clinical Information System (CIS). Specimen barcode labels are printed at the patient location. Upon arrival in the Central Specimen Receiving Area, specimens are logged into the laboratory information system with the specimen collection time and the arrival time. Specimens are then sorted according to laboratory and/or priority sections.

If necessary, specimens are spun and then aliquoted. Depending upon the tests requested, all clinical pathology specimens are either stored in the Central Specimen Receiving Area for later pickup by a specific laboratory or transferred immediately to an appropriate laboratory for analysis.

### **GUIDELINES FOR ACCEPTABLE / UNACCEPTABLE SPECIMENS AND REJECTION CRITERIA**

All specimens will be evaluated for acceptability. Specimens determined to be unacceptable for testing will be rejected and the test and charges cancelled. Health care providers and Outreach Clients will be notified when specimens are unacceptable for testing. Refer to the Pathology Specimen Acceptability Criteria policy.

### **Transfusion Medicine**

Specimens for Transfusion Medicine must be labeled with the patient's full name and hospital number or date of birth, date and time of collection, phlebotomist's full legible signature on the tube. Specimens lacking proper identification may not be accepted by the laboratory.