LB.22 The laboratory develops a process for sample handling after collection.

LB.22.1 The laboratory has policies and procedures on proper sample handling, transporting, and tracking. This covers:

LB.22.1.1 Packing instructions (use of biohazard leak-proof containers).

LB.22.1.2 Personnel training (including safety and proper packaging).

LB.22.1.3 Specimen tracking system.

LB.22.2 The laboratory has a system to maintain the identity of laboratory specimen during receipt, processing, examination, and archiving.

LB.23 The laboratory develops a process for specimen receipt.

LB.23.1 The laboratory implements policies and procedures for the receipt and inspection of laboratory specimen to ensure the performance and documentation of:

LB.23.1.1 Date and time of specimen reception.

LB.23.1.2 Check for proper packaging.

LB.23.1.3 Check for quality and quantity of specimen.

LB.23.1.4 Check for adequacy of specimen labeling.

LB.23.1.5 Check for request completion.

LB.23.1.6 Check for label/request discrepancies.

LB.23.1.7 The use of suboptimal specimen is clearly highlighted in the reported results.

LB.23.1.8 Final decision (accept/reject).

LB.24 The laboratory has a written description for the format and contents of its reports.

LB.24.1 The laboratory has a written description for the format and contents of its reports which include:

LB.24.1.1 Identification of the testing laboratory.

LB.24.1.2 Patient identification (full name and medical record number, age and sex).

LB.24.1.3 Identification of the ordering physician.

LB.24.1.4 Date and time of specimen collection and the source of specimen.

LB.24.1.5 Reporting date and time.

LB.24.1.6 Test results and reference intervals.

LB.24.1.7 Identification of the authorized person releasing the report.

LB.25 The laboratory develops a process for critical results reporting.

LB.25.1 The laboratory implements policies, procedures and records in consultation with clinical departments to address the following:

LB.25.1.1 Identification of results that should be reported as critical.

LB.25.1.2 Identification of the notified party.

LB.25.1.3 Identification of the means of communicating critical results.

LB.25.1.4 Description of the sequence of conveying the result and read-back.

LB.25.2 Documentation of critical results notification event includes:

LB.25.2.1 Date and time of notification.

LB.25.2.2 Patient identification.

LB.25.2.3 Test results.