



Specimen Collection Policy (Distribute to Clients) (MDP-0146)

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Version 1

General Guidelines

1. Adhere to standard precautions when handling blood and body fluid specimens.
2. Use sterile equipment and aseptic techniques for collecting specimens
3. Obtain an appropriate specimen representative of the diseased site and avoid other contaminations.
4. Collect an adequate quantity of specimen to permit complete testing.
5. Collect specimens in appropriate sturdy, leak-proof, screw-cap, specimen containers.
6. Screw cap specimens containers are to be sealed tightly to avoid leakage.

Test Requisition Forms

All specimens must be accompanied by a completed requisition form. Submit one requisition form per specimen source. All mandatory fields should be completed.

1. Patient name, identification number, date of birth, gender and ethnicity if available.
2. Submitters facility name and address, phone number and fax number.
3. Name and phone of ordering provider
4. Specimen information – date and source of specimen.
5. Specimens should be in a formalin container that is at a ration no less than 20:1

Specimen labeling

1. The submitter is responsible for correct labeling of submitted specimens. All specimens must be clearly labeled with
 - a. Patient name and unique identifier when available
 - b. Specimen source or body site as appropriate

Specimen packaging and shipping

1. Package specimens according to federal regulations
2. Transport specimens promptly to the laboratory at the appropriate temperature for the test being requested.

Unacceptable specimens

1. Specimens lacking proper identification
 - a. First name and last name, date of birth, unique identifier.
2. Specimens labeled with information that does not match information on the requisition.
3. Specimens containers that are broken, leaking, or have evidence of contamination on outer surface or on request form.
4. Specimens that incompatible (i.e. urine specimen)
5. Specimens received with no requisition form.