



Dartmouth-Hitchcock Health

Job Aid Title:	Job Aid: Blood Sample Lab Draw	Job Aid ID:	
Keywords	Lab Draw, Peripheral Blood Draw, Central Blood Draw, Lab Slip Process		

Purpose: The purpose of this job aid is to ensure individuals collecting specimens positively identify patients before collecting specimens and labeling specimens to ensure a written, consistently followed procedure for correct patient and specimen identification at the point of collection. This document serves as a guide of the lab draw process for DH Member and non-Member healthcare organizations. Lab draws should be in coordination with a skilled visit, as a lab draw alone is not a billable visit.

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Definitions:

- a. **Lab Order:** Order generated in McKesson from a provider.
- b. **Lab Slip:** Hand-written paper on which labs are ordered, but this is not an official order.
- c. **DHH Member Hospitals:** Alice Peck Day Memorial Hospital, Cheshire Medical Center, Dartmouth Hitchcock Medical Center, Mt. Ascutney Hospital and Health Center, New London Hospital
- d. **Non-DHH Member Hospitals:** Not a member of DHH, such as Cottage Hospital and Springfield hospital (not all inclusive, see lab contacts)

Equipment:

- a. Personal Protective Equipment
 - i. All employees must adhere to Standard Precautions. Treat all body specimens as if they are potentially infectious. Use Personal Protective Equipment. Wear gowns and gloves whenever potentially infectious materials may be generated or contamination is reasonably anticipated. Use eye protection devices such as goggles or glasses with



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solid side shields, or chin-length face shields whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

Peripheral Blood Draw Supplies	Central Blood Draw Supplies
<ul style="list-style-type: none"> a. List of drop off sites and phone numbers b. Lab slips for those locations c. List of color tube used for blood order d. Blank Labels e. OPAT Labels f. Tourniquet g. Alcohol wipes h. Butterflies i. Test tube holder j. Connector k. Blood Tubes: Blue, Green, Red, Lavender, Gold l. 2x2 gauze m. Band aid n. Tape Bio-Hazard bag 	<ul style="list-style-type: none"> o. List of drop off sites and phone numbers p. Lab slips for those locations q. List of color tube used for blood order r. Blank Labels s. OPAT Labels t. Alcohol wipes u. Test tube holder- with leur tip v. Connector w. Blood Tubes: Blue, Green, Red, Lavender, Gold x. Bio-Hazard bag

Process:

1. Labs are identified as needing to be obtained
2. SN prints lab order at the drop site (can pre-print for the week, but cross check the day of for confirmation of order in EHR)
 - a. DHH Member hospitals utilize DHH EHR, and may not need a physical printed order upon deliver.
 - b. All non-DHH member hospitals it is recommended to bring the physical printed lab order.
3. Ensure proper lab tube matches ordered lab
4. Ensure lab tube is not expired
5. If multiple labs ordered, review the order of lab draw below:

	ORDER OF DRAW
	Blood Cultures
	Discard no additive
	Light blue (Na Citrate)
	Royal Blue (trace/no additive)
	Red Top Tube
	Gold Top Tube (SST)
	Light Green (Lithium Heparin)
	Dark Green (Na Heparin)
	Lavendar Top Tube (EDTA)
	Pink Top Tube (EDTA) study kits only
	Royal Blue (EDTA)
	Grey Top Tube (Na, FL, K, Oxalyte)
	Yellow Top Tube (ACD)
	Red Top Tube/Discard Tube
	Grey QuantiFeron Tube
	Green QuantiFeron Tube
	Yellow QuantiFeron Tube
	Lavendar QuantiFeron Tube

6. SN identifies patient using two unique patient identifiers. Confirmed labs to be drawn with the patient at the point of care compared with orders
7. Specimen Sticker Labeling
 - a. Specimens are required to have at least two unique identifiers, with the name being one of them (unique identifiers are indicated below with an asterisk*).
 - i. Patient name*
 - ii. Patient MRN*
 - iii. Patient date of birth (DOB)* iv. Collection date, time and clinician's name.
 - v. Indicates lumen if drawn from a central venous access device.
8. The SN labels the specimen sticker and adheres for specimen tube. Verbal read out to patient to confirm name, date of birth and labs drawn.
 - a. This is considered a final check on the right patient, right lab and must be completed.
 - b. When reading back for agreement, if the patients verbalizes disagreements or discrepancies, pause and call the Clinical Manager or Clinical Triage/Care Coordination nurse for further assistance.
9. Lab requisition slip



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- a. Completion of facility lab requisition
 - b. Ordering provider/OPAT if applicable with phone and fax number
 - c. IV company with fax number
 - d. VNH phone number (888-300-8853)
 - e. If trough level indicate time and date of last medication dose
10. Packaging
- a. Place ONLY ONE patient specimen/s per biohazard bag.
 - b. Fold biohazard bag over placing glue to glue. Align arrows on top of bag.
 - c. Place lab order in outside pocket, not in bag.
11. SN brings lab order along with labeled specimen to the lab within time frame as specified by the labs needing to be drawn.
- a. Contact the lab with questions on time to lab or transport questions
 - b. If specimen needs to be on ice, put ice in separate biohazard bag and then place in bag with specimen. Use only enough ice to cover the tube. If specimens need to be protected from light, wrap in a brown paper towel.
12. SN documents labs obtained, and delivered with lab order to specific facility in clinical note.
13. Nonclinical Note documentation- Use as a tool for quick reference
- a. Labs due and frequency
 - b. MD-phone and fax
 - c. IV Supplier-phone and fax
 - d. Normal lab to which specimens are delivered and orders on file

Urgent labs slip needs:

- 1. If the clinician is unable to print the label on a same day lab draw:
 - a. Contact the TA, provide handoff to TA on what needs to be sent and who
 - b. The TA will e-fax the lab order to the lab ahead of the clinician transporting the lab to faxnumber@fax.hitchcock.org i.e. 6036406851@fax.hitchcock.org the clinicians are able to complete this as well

Lab Contacts

Facility	DHMC Member	Requisition	Hours	Phone Numbers
Bradford Area				



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Cottage Hospital- 90 Swiftwater Road Woodsville NH	NO	Requires MD signed lab slip to drop off specimens-may be electronic signature	Can drop off up until 8 PM	Phone: 603-747-9000 Fax 603-747-9712
Lyme Clinic 204 Dartmouth College Hwy Lyme NH	YES	DHMC LAB SLIP	Labs delivered to DHMC at 11 AM and 5 PM-they like samples dropped off about ½ hour before pick-ups	Phone: 603-650-1088 (Backdoor number)
Little Rivers Healthcare 437 S Main St Bradford VT	NO	They appreciate a call with a heads up we are dropping off labs	(uses quest diagnostics) we are able to drop off labs for their patients- Lab pick up is 4 pm	Phone: 802-222-9317 Call and press "0" the receptionist will transfer you to the phlebotomist (limited hours) or nurse to discuss.
Little Rivers 720 Village Rd East Corinth VT	NO	They do appreciate a call with a heads up that we will be dropping off labs for a patient	(uses quest diagnostics)we are able to drop off for their patients Office closes at 5pm-pick up is after 5 pm	Phone: 802-439-5321

Facility	DHMC Member	Requisition	Hours	Phone Numbers
White River Junction Area				
Alice Peck Day hospital 10 Alice Peck Day Drive Lebanon, NH	YES		Hours 7:00 am – 5:00 pm	Phone: 603-448-3121
	Entry: As you pull into the main entrance, you will see ER, go to the left, like you are going around the building, there is an area immediately to the right as you go around the building, there may be large trucks parked there, ring the door bell, you will be let in, you sign in and take you own temp (were a mask) lab is 2 doors down from screening area, ring bell outside lab and you will be let in, go to the back of the lab there is a table with a clip board for you to log the labs in and a tech will check your work before you leave - to make sure the lab slip is correct and label is correct			



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DHMC 1 Medical Center Drive Lebanon, NH	YES		HOURS: 24/7	Phone: 603-650-2200
	Entry: Main ("Processing") Lab: in Borwell building. Enter via Main Entrance. Take a right at the rotunda/info desk. Go up first flight of glass stairs, walk straight back to back right corner. Sign for pathology/laboratory. Lab is open 24/7. Staff would need to enter through ED entrance after 2000. Suggest via Borwell route if after hours/weekends.			
Mt. Ascutney Hospital and Health Center 289 County Road Windsor, VT	YES	Register patient at registration	Weekdays 6:30 am-5:00 pm	Phone: 802-674-6711
Ottauquechee Health Center 32 Pleasant Street Woodstock, VT	NO	if patient has not been seen in the clinic then they will need demographics when dropping off.	Hours vary for drop off so should call ahead to check hours Mon 8:00a -4:45 p Tues-Fri 8:00-12:00p	Phone: <u>802-457-3030</u> Fax: <u>802-457-2157</u>
Twin River Health Center 108 North Main St WRJ, VT	NO	GMC system signed MD orders and Demographics	M-Thurs (0800-1330) Friday 0800-1200	802-296-73700
VA Medical Center	NO	Need orders in VA system Full name and SS	Mon-Fri 0800-1600 Outpatient lab draw (old ED entrance)	802-295-9363 ext 5500
White River Family Practice 331 Olcott Drive Suite U3, WRJ, VT	NO	They will accept labs for their patients	Mon-Fri Drop off Samples by 5 pm Building locked for lunch 12-1:30 pm	Phone 802-295-6132

Facility	DHMC Member	Requisition	Hours	Phone Numbers
Randolph Area				
Bethel Health Center 1823 VT Route 107 Bethel, VT	NO	GMC System signed MD orders and Demographics	M-Thurs (0800-1330) Friday 0800-1200	802-234-9913



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Gifford Medical Center 44 South Main Street Randolph, VT 05060	NO	Register the patients if they're not in the system.	The laboratory provides services 24 hours a day	Phone: 802-728-7000 Fax: 802-728-4245
Chelsea Health Center 365 VT Rte 110 Chelsea, VT	NO	GMC System signed MD orders and Demographics	Labs need to arrive prior to 2 pm , courier to Gifford M-Thurs (0800-1330) Friday 0800-1200	Phone 802-685-4000 Fax 802-685-4329
Rochester Health Center 235 South Main Street Rochester, VT		GMC System signed MD orders and Demographics	M-Thurs (0800-1330) Friday 0800-1200	802-767-3704
Sharon Health Center 12 Shippee Lane, Sharon VT	NO	GMC System signed MD orders and Demographics	M-Thurs (0800-1330) Friday 0800-1200	802-763-8000

Facility	DHMC Member	Requisition	Hours	Phone Numbers
Springfield Area/ Brattleboro Area				
Ludlow Health Center 1 Elm Street Ludlow, VT	NO	Contact triage nurse of the day delivery to Springfield Hospital-need signed MD order	Contact for each request for courier pick up times	Phone: 802-228-8867
Springfield Hospital lab 25 Ridgewood Rd Springfield, VT	NO	drop off, ask for lab	Lab open until 1630 Mon-Fri 0700-1200 Sat. Outside of these hours go to main registration	Phone: 802-885-2151
Rockingham Medical Center 1 Hospital Court Bellows Falls VT	NO	Will accept for patients in Springfield Health System. Signed MD order-register at desk	Currier times: M-F 10:30 am and 5:00 pm Sat around 3:00 pm	Phone: 802-463-9000 Fax: 803-463-3911
Charlestown Medical Center 250 CEDA Road Charlestown, NH	NO	Will accept for patients in Springfield Health System. Signed MD order	Currier is sporadic works as needed call to confirm with each instance	Phone: 603-826-5711



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Valley Regional Hospital 243 Elm St Claremont, NH	NO	Bring any lab slip-cannot fax to facility-need MD signed order Bring to Lab Reception	Lab reception M-F 0700-1700	Phone: 603-542-1824
			Sat 0900-1200 outside of these hours utilize ED entrance and have lab tech paged	
Grace Cottage Hospital 185 Grafton Road Townshend, VT	NO	Must have signed MD order with dx codes.	Hours M-F 0700-1700 Sat/Sun 0800-1400	Phone: 802-365-3639 Fax: 802-365-3673
Cheshire Medical Ctr. 580 Court St Keene, NH	YES	DHMC Requisition	Hours M-F 0600-1800 Sat 0800-1200	Phone 603-354-5400 Fax 603-354-6512
Walpole Family Med. 11 Westminster Street Walpole, NH	YES	(Delivers to Cheshire Medical Center) Register at Front Desk	Currier leaves M-F 12:30 pm and 4:30 pm	Phone: 603-756-3960
Putney Family Med. 79 Main Street Putney, VT	NO	Call ahead of time to discuss drop off (will take for their patients only)	Prior to 2:00 pm For currier	Phone: 802-387-5581
Brattleboro Memorial Hospital 17 Belmont Ave. Brattleboro, VT	NO	May drop off at outpatient clinic or inpatient lab. Do not need signed MD order	24/7 – for after normal business hours use ED entrance	Phone 802-257-8311