

# Unsolicited Specimen Workflow

## 1. PURPOSE:

- 1.1. This procedure provides instructions for handling specimens collected using the Unsolicited Specimen Workflow in Epic at Northwell Health Hospital Laboratories.

## 2. POLICY:

- 2.1. The Unsolicited Specimen Workflow is a workflow designed in Epic to allow Emergency Department (ED) nursing staff the ability to request specimen collections for expected lab orders that have not yet been placed by the ED MD.
- 2.2. Unsolicited Specimen Collections can be requested in Epic by ED RNs and ACPs
- 2.3. Specimen collections using the Unsolicited Specimen Workflow will follow positive patient identification (PPID) protocols.
- 2.4. The specimens collected using the Unsolicited Specimen Workflow will be delivered to and managed by the hospital laboratory.
- 2.5. The laboratory will follow specimen accessioning protocols to electronically log-in the collection containers received in Cerner Millennium.
- 2.6. Laboratory tests ordered after completed unsolicited collections will be processed by the laboratory using the unsolicited collection tubes or containers received only if the specimen meets the testing stability requirements.

## 3. PROCEDURE:

### 3.1. *Order Unsolicited Specimen Workflow (orderable by RNs and ACPs):*

3.1.1. The following orders are available in EPIC for the Unsolicited Specimen Workflow

- 3.1.1.1. Extra Blue
- 3.1.1.2. Extra Gold
- 3.1.1.3. Extra Mint Green
- 3.1.1.4. Extra Lavender
- 3.1.1.5. Extra Red
- 3.1.1.6. Extra Grey Top Tube
- 3.1.1.7. Extra Syringe
- 3.1.1.8. Extra Miscellaneous Container
- 3.1.1.9. Extra Urine Container

### 3.2. *Print Lab Label and Collect Unsolicited Specimens:*

- 3.2.1. Perform Collection using Rover Collection Protocol

### 3.3. *Accession / Receive Unsolicited Specimens:*

- 3.3.1. Specimens are delivered to the hospital laboratory.
- 3.3.2. Laboratory accessioner will electronically log-in the specimen containers received in Cerner Millennium.
- 3.3.3. The laboratory accessioner will organize and store the specimen containers in the hospital laboratory's designated location/specimen rack.

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### **3.4. *Lab Orders Placed after Completion of Unsolicited Specimen Collection:***

- 3.4.1. Laboratory tests ordered in Epic by the ordering provider after the collection of the Unsolicited Specimen Collection must be activated in EPIC by the RN before the laboratory can see the order.
- 3.4.2. If the specimen was already collected, the RN will choose to “Print Label in Lab” on the designated label printer in the laboratory.

### **3.5. *Manage Unsolicited Specimen Collections in the Laboratory:***

- 3.5.1. Laboratory Accessioners will manage unsolicited specimen collections in the laboratory, by performing the following steps:
  - 3.5.1.1. Monitor the label printer designated for testing ordered on unsolicited collections.
  - 3.5.1.2. When a label prints for new orders at the designated printer, locate the appropriate collection container stored in the laboratory for the ordered tests.
  - 3.5.1.3. Determine if the specimen collected is qualified for testing (refer to Specimen Integrity Policy and Specimen Cancellation Policy).
  - 3.5.1.4. Perform “Collection Resolution” (refer to Collection Resolution Procedure)

### **3.6. *Manage Unsolicited Specimen Collections with no orders in the Laboratory:***

- 3.6.1. Laboratory Accessioners will retain and discard the specimens according to QSM SOP “Records, Documents and Specimen Retention Policy”

## **4. REFERENCES:**

- 4.1. Regulatory Agencies: CAP, NYSDOH, AABB, FDA

## **5. RELATED DOCUMENTS:**

- 5.1. EPIC Rover Protocol - PPID
- 5.2. Specimen Collection Protocol
- 5.3. Specimen Accessioning Protocol
- 5.4. Records, Documents and Specimen Retention Policy
- 5.5. Collection Resolution Protocol

## **6. DISTRIBUTION LIST:**

- 6.1. Laboratory Accessioners

## Unsolicited Specimen Workflow

### 7. REVISION/VERSION HISTORY:

Revision No.	Date	Additions/Amendments
<i>1</i>	<i>12/23/24</i>	<i>New.</i>
<i>1.2</i>	<i>12/26/24</i>	<i>Removed MD as staff able to order unsolicited workflow from policy 2.2. Modified policy 2.6 with specimen stability requirement.</i>
<i>1.3</i>	<i>10/10/25</i>	<i>Updated “Extra Container” options. Modified steps for handling of orders received to refer to “Collection Resolution” Protocol.</i>