

 <b>PeaceHealth</b> <b>PeaceHealth Laboratories</b>		<b>Specimen Requirements Inquiry (REQINQ)</b>		
		<b>Outpatient Phlebotomy Procedure</b>		
Effective Date: 9/06/2007	Version #: 1	Document #: PHL.OR.394.57	Next Review 9/29/2012	Page 1 of 3

**SCOPE:** Applies to all PeaceHealth Laboratories' Patient Service Centers with MultiSite access.

**PURPOSE:** To provide complete instruction for retrieving the requirements for specimen collection and handling using REQINQ.

**RELATED PROCEDURES:**

Specimen requirement information can also be found in the *Schedule for Laboratory Services (SLS)*.

**PROCEDURE:**

1. Whenever an unfamiliar test or a send-out test is to be collected, the specimen requirements should be printed out for the phlebotomists, Specimen Management, and Reference personnel. Any test with a unit code in the 80000-95000 range is a send-out test.
2. At the main menu, select REQ, then select REQINQ.
3. At the UNIT CODE prompt, enter the unit code, mnemonic or first several characters of the test name. If the unit code requested has been changed and you are unable to locate the new code, enter the letter type O followed by the number. This will bring up the correct code and requirements.
4. If more than one test match the data entered, a selection screen displaying the unit codes, mnemonics and test names will appear. Arrow down to select the correct test. The following screen will appear:

<b>Unit Code:</b>	
<b>Complete List? N</b>	<b>Test Code Detail?</b>
<b>Display Normals?</b>	
<b>Performing Lab Id:</b>	
<b>Include Client Normals for:</b>	

5. For a display of the basic specimen requirements (including preferred specimen, days of performance, and turnaround time), enter 'N' at COMPLETE LIST.

Specimen Requirements Inquiry (REQINQ]	Doc# PHL.394.57	V# 1
PeaceHealth Laboratories – Outpatient Phlebotomy Procedure	Page: 2 of 3	

6. If more information is desired, enter:

COMPLETE LIST	Y
TEST CODE DETAIL	Y
DISPLAY NORMALS	N

7. Select DISPLAY or PRINT from the Action Box. A print-out should accompany the order for unfamiliar or send-out tests.
8. An example of a basic REQINQ print-out for CBCs is attached. Notice that it lists specimen requirements (tube types), handling requirements, standard and minimum volumes, transport temperature, and testing department.

**HELP:** For questions about this procedure, or assistance in understanding your obligations under this procedure, please contact the Outpatient Phlebotomy Manager.

### **End of Procedure**

*The last page of this procedural document contains approval, review and revision information only.*

Specimen Requirements Inquiry (REQINQ]	Doc# PHL.394.57	V# 1
PeaceHealth Laboratories – Outpatient Phlebotomy Procedure	Page: 3 of 3	

**CREATION (Original)**

<b>Author:</b>	Vivian Benfield, Quality Consultant		
<b>Responsible Party:</b>	Roberta Wade, Manager, Outpatient Phlebotomy		
<b>Initial Review By:</b>	Roberta Wade, Manager, Outpatient Phlebotomy	<b>Date:</b>	
<b>Approved By:</b>	Roberta Wade, Manager, Outpatient Phlebotomy	<b>Date:</b>	9/6/2007
<b>Replaces:</b>	OML.PHLB.210		

**PERIODIC REVIEW:**

<b>Reviewer:</b>	Roberta Wade	<b>Date:</b>	8/05/2009
<b>Reviewer:</b>	Roberta Wade	<b>Date:</b>	9/21/2010
<b>Reviewer:</b>	Roberta Wade	<b>Date:</b>	8/30/2011
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	

**REVISIONS:**

<b>Responsible Party:</b>			
<b>Revised By:</b>			
<b>Approved By:</b>		<b>Date:</b>	
<b>Reason/Summary of Changes:</b>			

**RETIRED:**

<b>Requested By:</b>			
<b>Approved By:</b>		<b>Date:</b>	
<b>Reason for Retirement:</b>			