

Document Management Number: SOP-0939

Document Title: CBOC Tracking Log Procedure

Policy: The CBOC Tracking Log will be used by CBOC specimen processing in order to provide accountability for specimens shipped to the Salt Lake City VA hospital laboratory. Specimens shipped to the SLC VA Laboratory not properly documented on this form may be rejected.

Purpose: To ensure adequate tracking and accountability of specimens shipped from CBOC to the Salt Lake City VA Laboratory.

Procedure:

1. Place the date at the top of the Tracking Log.
2. After drawing a patient, be sure all of the patient samples are properly labeled. This includes **FULL** name and **FULL** social security number, date and time collected, and order number.
3. Place one of the patient labels on the Patient Information section of the Tracking Log.
4. This label should include patient's full name, full social security number, date and time of collection, and **ALL** order numbers.
5. Place a number in the appropriate box to indicate what type of tube and the quantity being sent for each patient.
6. Write down the total number of samples for that specific patient. Place the samples in the foam inserts in the order they are drawn.
7. Under the "other" section include special testing or tests that need to be excluded under the same order number.
8. Count the total number of samples that will be in the shipment. Write the total where it says "total # of specimens in shipment".
9. Write the date and time that the samples were packed and the initials of the person who prepared the shipment.

Revision History

| Section | Change | Date | Requester | Approver |
|------------|--------------------|-------------|-----------|------------|
| Header | Update header | 12/21//2016 | Hung Ho | E. Hart MD |
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