



MACOMB COUNTY

COMMUNITY MENTAL HEALTH

Subject: Clinical	Procedure: Laboratory Specimen Collection	
Last Updated: 04/04/2022	Owner: Chief Medical Office, RN Administrator	Pages: 3

I. PURPOSE:

To define and describe operational guidelines for collecting laboratory specimens for individuals who have had testing ordered by Licensed Provider.

II. DEFINITIONS:

Specimen:

A biological sample such as fluid, tissue or other material that is taken from an individual for laboratory analysis.

Oral Fluid Testing:

The laboratory testing of a saliva sample, according to a prescriber's order.

Urine Sample:

Urine collected in a sterile container for appropriate laboratory testing, according to a prescriber's order.

I. PROCEDURE:

1. Once a physician decides what type of specimen needs to be collected for the appropriate tests, the prescriber will place and document the order in the lab order section of the EMR. It is the prescriber's responsibility to discuss with the person served the clinical rationale for the need of such a test(s).
2. The prescriber will notify the registered nurse (RN) of this order verbally or by phone or email.
3. If the person served decides to decline these tests, the RN shall discuss with the individual the clinical rationale for the test(s) (safety, safe prescribing, etc.), answer any of the individual's questions and encourage him/her to reconsider. If the individual continues to decline, this will be documented as a progress note in the electronic medical record (EMR) and the prescriber will be notified and provide next steps. RN staff must ensure any further recommendations by the provider are followed or coordinated as needed. This includes assisting the individual if they change their mind and collecting the sample for the ordered test.
4. RN staff must notify the prescriber of any abnormal findings during the collection and execution of the order given.
5. Specimen Collection Process
 - A. If an oral fluid test is ordered, the RN will:

1. Introduce self to person served and thoroughly explain the process for collecting the specimen and answer any questions.
 2. Verify that the person's name and birthdate match the name on the order to ensure the correct person is being tested.
 3. Provide the specimen collection swab or device.
 - a. The person served collects his or her own sample under the direct visual supervision of the RN.
 - b. If collection is for a drug screen, the sample will be labeled and bagged in view of the person served.
 - c. Individuals will be instructed to place samples into specimen bags.
 4. Ensure that the sample is placed into outgoing sample box on the outside of the building or sent via appropriate courier service by the end of the day.
- B. If a urine test is ordered, the RN will:
1. Follow sub-elements 1 and 2, as listed above.
 2. Direct the individual to the bathrooms designated for collection.
 3. Instruct the individual that he/she should use the bathroom without flushing, provide at least half of the cup (or 45 ml) of urine for accuracy, then notify the RN that the urine has been collected and placed on the sink counter.
 4. Immediately after the individual has reported that the sample is collected the RN shall verify that the temp of the specimen is in normal limits, as indicated by the manufacture of the testing cup. If the sample is cold or appears to be tampered with, the licensed prescriber will be notified and a retest may be requested.
 5. If the sample is in temp range, the RN will label the sample and place it into a specimen bag with the order with individual present.
 6. The RN will follow the appropriate process of disinfections at time of sample collection.
 7. If applicable to the test, the RN will immediately read the test and if confirmation has been ordered, the RN will store the labelled and bagged sample in the designated refrigerator or lab specimen box until it is sent to the lab for confirmation.
- C. If a genetic swab is ordered, the RN will:
1. Follow sub-elements 1. through 2., as listed above.
 2. Provide the swab
 3. The individual collects his or her own sample under the direct visual supervision of the RN, if able to do so.
 4. The RN will assist the individual in securing the sample and demographic information requested for the Genetic Testing Lab, as appropriate.
- D. It is the responsibility of the RN to place any outgoing samples into an outgoing lab sample box or arrange to send the samples via appropriate courier service by the end of the business day.
- E. Person served signage for urine collection contains the following information:

“Please provide at least ½ a cup full of urine. Additional urine can go into the toilet. **Do Not flush** the toilet. Place lid on urine cup. Place the

urine cup next to the sink, wash hands thoroughly, and call for the nurse.”

IV. REFERENCES:

None.

V. RELATED POLICIES:

2-080

VI. EXHIBITS:

None.

Annual Review Attestation / Revision History:

Revision #:	Revision/Review Date:	Revision Summary:	Reviewer/Reviser:
1	04/04/22	Creation of Procedure.	Jeffrey Clark, RN
2	2/24/23	Review and Adoption	Jeffrey Clark, RN