

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Lab Specimen Log**Policy Number:** 950-03-005

Responsible Officer:	COO, UCR Health
Responsible Office:	Clinical Operations
Origination Date:	02/23/2016
Date of Revision:	09/07/2021
Scope:	UCR SOM Owned and Managed Clinics

I. Policy Summary

To set forth the requirements to ensure the tracking and result notification of Specimens sent to an outside lab.

II. Definitions

Refer to Standard Definition Guide Document.

III. Policy Text

- A.** A Lab Specimen Log Sheet will be maintained by the Medical Assistant and specific to each provider.
- B.** Medical Assistant will be responsible for the Log documentation from when the specimen was sent to the lab until the provider was notified of the results
- C.** The Lab Specimen Log Sheet will be kept in the provider specific book in a locked cabinet.
- D.** Lab Specimen Log Sheet will be maintained in accordance with Records Retention Policy and Procedure.

IV. Responsibilities

N/A

V. Procedures

- A.** Medical Assistant will record all specimens that are sent to an outside lab for results.
- B.** This information will be recorded on the Lab Specimen Log Sheet specific to the provider ordering the test.
- C.** Information documented will include:
 - 1. Patient Name
 - 2. Patient date of birth
 - 3. Specimen Number (Documented when results are received)
 - 4. Specimen Type (UA, Pap, Culture, Biopsy, Other)
 - 5. Medical Assistant's Initials
 - 6. Date specimen sent to the lab
 - 7. Date results were received from the lab
 - 8. Date results were reviewed by the provider

- D. Provider should be notified with Lab results as soon as possible for their review and patient notification.
- E. The Lab Specimen Log Sheet will be reviewed at the end of each day to ensure follow-up on outstanding results or provider notifications.
- F. Patient notification will be recorded in the medical record.
- G. Completed Log Sheets will be filed by month/year and maintained in a secure document area.

VI. Forms/Instructions

Lab Specimen Log Sheet

VII. Related Information

N/A

VIII. Revision History

New 2/2016

Revised 9/2021

Approvals:

COMPLIANCE COMMITTEE (12/10/2021)

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