

COMPASS LABORATORY SERVICES

BLOOD & UA COLLECTION PROCEDURES



HAVE CONFIDENCE IN YOUR DIRECTION

SAMPLE SUBMISSION

TEST REQUISITION

All samples submitted for testing must be accompanied by a proper test requisition form. Form must be completed and contain the following information

- Full patient name
- Date of birth
- Gender
- Date and time of collection
- Tests requested
- Ordering provider
- Insurance information (If possible, please include a copy of the insurance card)
- List of active diagnosis codes in ICD10 format
- Provider signature

SAMPLE REQUIREMENTS

- Collect the appropriate sample type(s) for test(s) requested
- Each sample must be accompanied by a properly completed test requisition
- Each tube(s) and or urine container(s) must be legibly labeled with full name and date of birth and must match the requisition
- Properly packaged in a sealed specimen bag
- Sample must be received within the published stability

SHIPPING SAMPLES

- Unless otherwise indicated, clinical samples must be shipped refrigerated to the laboratory in an individual specimen bag with an absorbent sheet.
- Ensure the completed requisition sheet is not in the same compartment as the sample.
- Place all packaged specimens into the red poly bag for shipment to laboratory. Seal the bag once all specimens are inside. Refrigerate until pickup and transport by courier (Fair Logistics).
- Frozen specimens should not be shipped to Compass as it cannot be guaranteed they remain frozen from collection to receipt. Please contact Sales team or your Manager if frozen samples are requested.

If using a lockbox:

- Do not place lockbox in direct sunlight
- Do not leave specimens in the lockbox for extended periods of time. Clinical specimens are sensitive to temperature and this could have an adverse effect on results and/or result in rejection of the specimen.
- Place icepack(s) in the lockbox to keep cool but take care not to place specimens in contact with the icepack(s).

COMPASS LABORATORY SERVICES TEST PANELS

BLOOD COLLECTION

COLLECTION PROCEDURES

Follow all standard phlebotomy and safety procedures for the collection of blood samples (Compass employees must follow the Compass Laboratory Services Phlebotomy Procedure Manual and Safety Procedure Manual).

1. Collect the appropriate tube(s) for the tests ordered and collect in the proper order of draw.

NOTE: For any test/panel instructions not listed below, refer to the AEL Test Directory for complete instructions. AEL Test Directory may be accessed through Google, etc.

2. Label all tubes with full patient name and date of birth immediately following collection.
3. For tubes requiring centrifugation, allow sample(s) to sit upright in a tube rack for 30 minutes but no longer than an hour. After 30 minute clotting period, centrifuge for 15 minutes.
4. Complete the test requisition form. Ensure all required information is supplied to prevent any possible delays of testing or reporting.
5. Place the labeled specimen(s) in the provided specimen bag with absorbent sheet.
6. Place the completed test requisition in the pocket of the specimen bag.
7. Put all individual specimen bags into the large red shipping bag.
8. Refrigerate until pickup by courier for transport to the lab.

CHEMISTRY TESTS:

BMP (BASIC METABOLIC PANEL)

- *Na+ (sodium)*
- *K+ (potassium)*
- *Cl- (chloride)*
- *CO2*
- *Anion Gap (calculated)*
- *BUN*
- *Creatinine*
- *BUN/Creatinine ratio (calculated)*
- *Glucose*
- *Calcium*
- *eGFR (calculated)*

Required specimen type: SST (serum separator tube)

Specimen stability: 3 days @ 2-8°C

Store & transport refrigerated

Compass Laboratory Services

QA file/Collection Procedures

CMP (COMPLETE METABOLIC PANEL)

- *BMP
plus*
- *Total Protein*
- *Albumin*
- *Globulin (calculated)*
- *A/G ratio (calculated)*
- *ALT/SGPT*
- *ALP (Alkaline Phosphatase)*
- *AST/SGOT*
- *Total Bilirubin*

Required specimen type: SST (serum separator tube)

Specimen stability: 3 days @ 2-8°C

Store & transport refrigerated

LIPID PANEL

- *Total Cholesterol*
- *Triglycerides*
- *HDL Cholesterol*
- *LDL Cholesterol (calculated)*
- *Non HDL (calculated)*
- *Coronary Risk Ratio (calculated)*

Required specimen type: SST (serum separator tube)

Specimen stability: 7 days @ 2-8°C

Store & transport refrigerated

INDIVIDUAL TESTS

- *All tests in panels above may be ordered individually (except calculated tests) as well as :*
- *Iron – stability 7 days @ 2-8°C*
- *Magnesium – stability 7 days @ 2-8°C*
- *Phosphorus – stability 7 days @ 2-8°C*
- *Uric Acid - stability 7 days @ 2-8°C*

Required specimen type: SST (serum separator tube)

Store & transport refrigerated

HEMATOLOGY TESTS

CBC (COMPLETE BLOOD COUNT) WITH AUTOMATED DIFF

- *WBC*
- *RBC*
- *Hemoglobin*
- *Hematocrit*
- *MCV*
- *MCH*
- *MCHC*
- *RDW*
- *Platelet Count*
- *Neutrophils – absolute & %*
- *Lymphocytes - absolute & %*
- *Monocytes - absolute & %*
- *Eosinophils - absolute & %*
- *Basophils - absolute & %*
- *Immature Grans - absolute & %*

Required specimen type: 1 properly filled lavender EDTA tube

Specimen stability: 48 hours @ 2-8°C

Store & transport refrigerated

URINALYSIS

- *UA with or without Microscopic*

Required specimen type: UA preservative tube

- *UA with Microscopic with Reflex to Culture*

Required specimen type: UA preservative tube & Gray top tube

Specimen stability: 3 days @ 2-8°C

Store & transport refrigerated

For all other blood or urine tests/panels, please refer to the AEL Test Directory at www.ael.com/test-menu

for complete instructions on collection, stability, storage, and transport.

Revisions:

06/15/2023 – Original Document