

Missing Specimen Form

Place Patient Label Here

Date/Time: _____

Tech ID: _____

(CID)

Notify charge/lead tech/designee immediately of missing specimen. Charge/lead tech/designee initials _____

SPECIMEN INVESTIGATION Tech Code: _____ Minutes: _____ ; Tech Code: _____ Minutes: _____

1. **How were you notified of the missing specimen?** Phone call from _____ Pending log
Missing test(s) container type: _____
2. **Track in Sunquest SMART & Inquiry** Last location in Sunquest Inquiry: _____
Last electronically handled by (Tech #): _____
 Attach printout of Sunquest tracking prior to any cancellation: Sunquest Inquiry-Order List –Audit Trail
3. **Where/How was the Specimen Collected?** PCU Lab Outpatient Lab/Internal Clinics
 Attach collection/receipt labels if applicable
4. **Specimen Verisafed:** Yes - attach copy of Verisafe printout No NA
5. **Specimen delivered:** By PTS: If PTS check unit Walked to Lab Couriered - If yes, check next line Unknown
a. **Health Ex Y / N** : verify warm hand off/barcode scanned using User Master Index (supervisor access) Tech # _____
6. **Specimen received in:** Core Satellite/NICU Lab Other: _____
7. **Is the specimen shared? Y / N**
Are there other tests ordered at the same time or on the same accession? **Y / N** Are other labs resulted? **Y / N**
Is one container shared between multiple CID labels? **Y / N / Unknown**
Is there another sample from the same collection time that can be used? **Y / N**
Has the sample been shared to another testing area? **Y / N**
8. **Is the specimen racked or already run?**
What is the rack/position? _____ - _____ *Check tubes in front and behind this position.
Are there multiple orders from the same collection time? **Y / N**
Have any of the CIDs been cancelled? (Tubes w/cancelled CIDs will not display a rack location) **Y / N**
 Check if canceled/previously resulted CID label was used on the specimen. **Y / N**
 Search applicable Middleware **Y / N**
 Rack specimens waiting for storage in SMART, manually check racks If able, have a second person recheck the rack

SEARCH FOR SPECIMEN Techs Code: _____ Minutes: _____ ; Techs Code: _____ Minutes: _____

1. **Discuss with areas/staff involved where applicable:** Collection Receipt Transport Process/Aliquot Sending Sites
2. **Search the following applicable areas:**

Specimen Processing	Specimen Storage	Specimen Transport	Middleware
<input type="checkbox"/> Bins, Shred It Bins <input type="checkbox"/> Biohazard waste <input type="checkbox"/> Garbage <input type="checkbox"/> Under keyboards <input type="checkbox"/> Centrifuges & balance racks <input type="checkbox"/> The floor & under tables <input type="checkbox"/> Lab coat pockets	<input type="checkbox"/> Refrigerators <input type="checkbox"/> Freezers <input type="checkbox"/> Room temperature <input type="checkbox"/> Incubators <input type="checkbox"/> Overflow racks <input type="checkbox"/> Problem bins	<input type="checkbox"/> PTS <input type="checkbox"/> Phlebotomists <input type="checkbox"/> Runners <input type="checkbox"/> Transport cart <input type="checkbox"/> Patient Care Units/ Nursing <input type="checkbox"/> Couriers	<input type="checkbox"/> Instruments <input type="checkbox"/> Analyzer racks <input type="checkbox"/> Instrument storage

3. **Specimen still not found:**
Sent via the PTS? No Yes: Call Engineers with sending and receiving stations and time sent information to track specimen.
Couriered? Verify courier tracking with Vendor

DOCUMENTATION: Tech code: _____ Minutes: _____ ; Tech Code: _____ Minutes: _____
TOTAL: Minutes: _____

Is the specimen still missing?	
No	Yes
Location found: Lost to testing: Y/N <i>If yes, following "Is the specimen still missing "Yes" column.</i>	<input type="checkbox"/> Notify PCU/Clinic of test cancellation: Discuss if specimen recollection is needed
By whom? Tech/Department:	<input type="checkbox"/> Arrange new collection if applicable – New Accn #:
Date/Time:	<input type="checkbox"/> Cancel/Credit missing specimen with documentation (2-Step)
<input type="checkbox"/> Enter I:Care via Intranet before the end of shift I:Care #:	<input type="checkbox"/> Enter I:Care via Intranet before the end of shift I:Care #:

Additional Notes:

File Missing Specimen Form with Supervisor or Lead/Charge

Supervisor/Lead/Charge: notify site manager/director of any unusual or significant issues dealing with patient care samples such as CSF/Body Fluids, Amniocentesis, Bone Marrow or Tissue specimens still unaccounted for before the end of the shift or first thing in the morning for 3rd shift investigations