	Document Code:	DPOTMH-L-100-P07
	Effective Date:	08-01-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Laboratory Unit
	Document Title:	<b>POLICY ON SAVE SPECIMEN</b>

### **PURPOSE:**

To establish guidelines on “save specimens”. It is noted in the specimen or as remarks on the patient's miscellaneous request to be kept by the laboratory for future test and additional laboratory request.

### **LEVEL:**

Medical Technologists, Trainees, other health care professionals


### **DEFINITION OF TERMS:**

“Save Specimens” - are specimens stored for future use and for repeated and additional laboratory determinations

### **POLICY:**


1. The “save blood/specimen remarks” in the laboratory request form shall be encoded by the nurse and written on the miscellaneous paper for outpatients.
2. The “save blood/specimen remarks” shall be acknowledged by the Medical Technologist.
3. This shall only be applicable to specimens like CSF, exudate and transudate, urine, stool, wound or abscess and blood.
4. Proper identification as to what type of specimen and patient's data must be counter checked prior to saving the specimen.
  - 4.1. Complete name of the patient
  - 4.2. Request
  - 4.3. Room Number
  - 4.4. Age and Sex



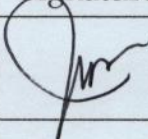
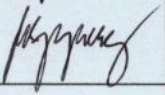


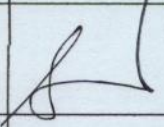
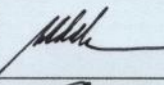
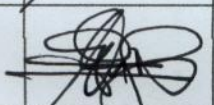
	Document Code:	DPOTMH-L-100-P07
	Effective Date:	08-01-2022
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5. If serum is to be saved, the blood shall be centrifuged, transferred to a tube and stored in a freezer, refrigerator and or at room temperature.
  - 5.1. The specimen is then stored in a refrigerator and or freezer depending on the recommended storage for the specimen.
6. The request or miscellaneous paper bearing the save blood request shall be placed in the save blood box.
7. All saved specimen shall be saved and stored in the laboratory for approximately SEVEN (7) DAYS ONLY, after the 7<sup>th</sup> day, the specimen will be discarded automatically".



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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>JASON ALDRIN G. TAN, RMT</b> Chief Medical Technologist- Una Konsulta		7/29/22
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Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		08-30-2022
Recommending Approval:	<b>RONEL G. SARIO, MD, FPCP</b> Medical Director- Una Konsulta		8/10/22
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		09/05/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22

	Document Code:	DPOTMH-L-100-P07-S01
	Effective Date:	08-01-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Laboratory Unit
	Document Title:	<b>POLICY ON SAVE SPECIMEN</b>

### **PURPOSE:**

To establish guidelines on "Save specimens". It is noted in the specimen or as remarks on the patient's miscellaneous request to be kept by the laboratory for future test and additional laboratory request.

### **SCOPE:**

Applies to all Laboratory Unit staff of Una Konsulta


### **PERSON RESPONSIBLE:**

Laboratory Personnel/ Medical Technologists, Clerk, Trainees, other health care professionals

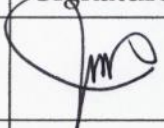
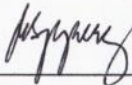


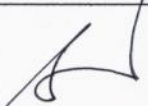

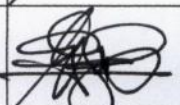
### **PROCEDURE:**


1. Request is submitted/presented to the laboratory.
2. Laboratory personnel/ Medical Technologist shall acknowledge the request and make the necessary preparations.
3. The requesting physician or patient will be instructed that *"the specimen will only be saved and stored in the laboratory for SEVEN (7) DAYS ONLY, after the 7<sup>th</sup> day, the specimen will be discarded automatically"*.
4. Request is endorsed to the person responsible for the test.
5. Specimens are tightly sealed, labeled and stored in the refrigerator.
6. After 7 days the specimen will be discarded automatically.




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	Document Title:	<b>POLICY ON SAVE SPECIMEN</b>

**APPROVAL:**

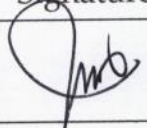
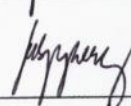


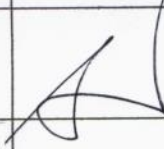

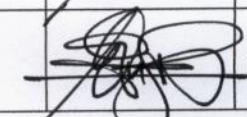
	Name/Title	Signature	Date
Prepared by:	<b>JASON ALDRIN G. TAN, RMT</b> Chief Medical Technologist- Una Konsulta		7/29/22
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Recommending Approval:	<b>RONEL G. SARIO, MD, FPCP</b> Medical Director- Una Konsulta		8/10/22
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	Document Title:	<b>POLICY ON SAVE SPECIMEN</b>

KEY TASKS	PERSON RESPONSIBLE
1. Presents/ submits the request to the laboratory	Patient/ Representative
2. Acknowledges the request and make the necessary preparations	Laboratory personnel/ Medical Technologist
3. Instructs that the specimen will only be saved and stored in the laboratory for seven (7) days only	Laboratory personnel/ Medical Technologist
4. Endorses the request to the person responsible for the test	Clerk
5. Seals, labels, and stored the specimen in the refrigerator	Laboratory personnel/ Medical Technologist
6. Discards the specimen after 7 days	Laboratory personnel/ Medical Technologist

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**APPROVAL:**

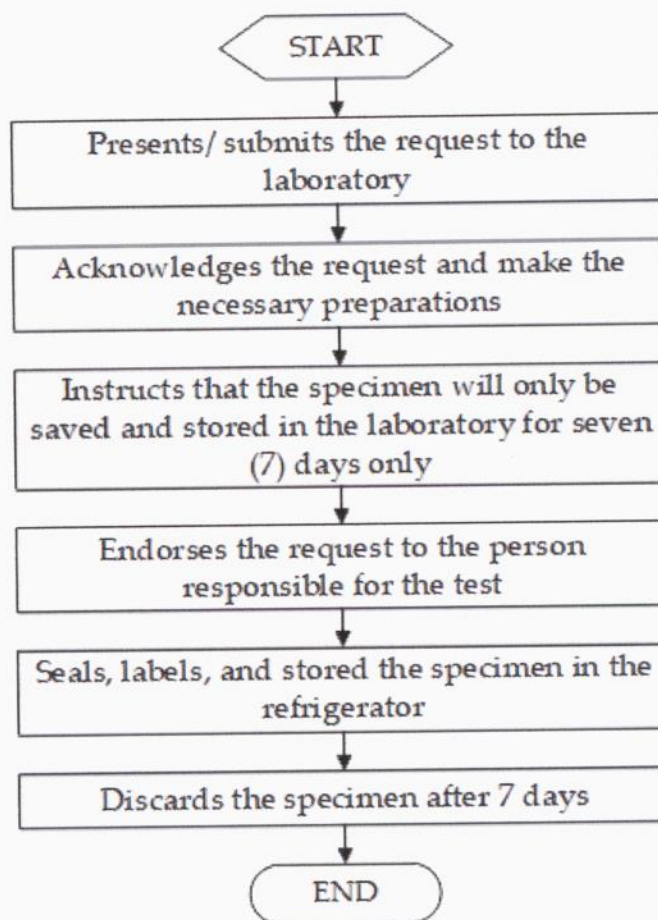
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Prepared by:	<b>JASON ALDRIN G. TAN, RMT</b> Chief Medical Technologist- Una Konsulta		7/29/22
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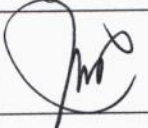
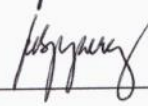




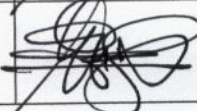
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	Document Title:	<b>POLICY ON SAVE SPECIMEN</b>

**APPROVAL:**

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	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President- Chief Operating Officer		09/01/22
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