

## OMCK.GEN.POL.1000 Laboratory Purpose and Services Policy

### Copy of version 6.2 (approved and current)

Last Approval or  
Periodic Review Completed 8/5/2021

**Controlled Copy** ID 361154

Next Periodic Review  
Needed On or Before 8/5/2023

Location online collection manual left sidebar

Effective Date 6/12/2019

Organization OMC Kenner

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#### Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Periodic review	Laboratory Medical Director	8/5/2021	6.2	<i>Theresa J. Nuttli MD</i> Theresa Nuttli	
Periodic review	Laboratory Director	4/19/2021	6.2	<i>Nancy Hittle MT(ASCP)BB,SBB</i> Nancy Hittle	
Approval	New Lab Director Approval	6/15/2020	6.2	<i>Theresa J. Nuttli MD</i> Theresa Nuttli	
Approval	Lab Director	11/12/2019	6.2	<i>Rebecca A. F. Phillips MD</i> Rebecca Phillips, M.D.	
Approval	Lab Director	6/5/2019	6.2	<i>Andrew B. Sholl, M.D.</i> Andrew Sholl	
Approval	Laboratory Manager	6/5/2019	6.2	<i>Nancy Hittle MT(ASCP)BB,SBB</i> Nancy Hittle	
Approval	Laboratory Supervisor	5/29/2019	6.2	<i>Dawn M. Jones, MT (ASCP)</i> Dawn Jones	
Approval	Lab Director	4/17/2019	6.1	<i>Andrew B. Sholl, M.D.</i> Andrew Sholl	

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	9/27/2017	6.1	<i>Elise Occhipinti, M.D.</i> Elise Occhipinti, M.D.	
Approval	Laboratory Manager	9/18/2017	6.1	<i>Nancy Hittle MT(ASCP)BB,SBB</i> Nancy Hittle	
Approval	Laboratory Supervisor	9/13/2017	6.1	<i>Dawn M. Jones, MT (ASCP)</i> Dawn Jones	
Periodic review	Laboratory Medical Director	7/20/2017	6.0	<i>Elise Occhipinti, M.D.</i> Elise Occhipinti, M.D.	
Periodic review	Designated Reviewer	7/20/2017	6.0	<i>Elise Occhipinti, M.D.</i> Elise Occhipinti, M.D.	
Periodic review	Laboratory Manager	6/30/2017	6.0	<i>Nancy Hittle MT(ASCP)BB,SBB</i> Nancy Hittle	
Approval	Lab Director	8/20/2015	6.0	<i>Elise Occhipinti, M.D.</i> Elise Occhipinti, M.D.	
Approval	Laboratory Manager	8/17/2015	6.0	<i>Nancy Hittle MT(ASCP)BB,SBB</i> Nancy Hittle	
Approval	General Supervisor	8/17/2015	6.0	<i>Elizabeth C. Toups</i> Elizabeth Toups	
Approval	Lab Director	8/20/2015	5.0	<i>Elise Occhipinti, M.D.</i> Elise Occhipinti, M.D.	
Approval Captured outside MediaLab	Lab Director	5/14/2015	5.0	Elise Occhipinti, M.D.	Recorded on 6/12/2015 by Nancy Hittle when document added to MediaLab
Periodic review Captured outside MediaLab	Designated Reviewer	5/14/2015	5.0	Elise Occhipinti, M.D.	Recorded on 6/12/2015 by Nancy Hittle when document added to MediaLab

Approvals and periodic reviews that occurred before this document was added to the MediaLab Document Control system may not be listed.

**Version History**

<b>Version</b>	<b>Status</b>	<b>Type</b>	<b>Date Added</b>	<b>Date Effective</b>	<b>Date Retired</b>
6.2	Approved and Current	Minor revision	5/14/2019	6/12/2019	Indefinite
6.1	Retired	Minor revision	9/13/2017	9/27/2017	6/12/2019
6.0	Retired	Major revision	8/4/2015	9/3/2015	9/27/2017

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# Laboratory Purpose and Services Policy

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## **Purpose**

The following policy defines department location, hours of operation, departmental purpose, and services provided by the laboratory.

## Department Locations:

Ochsner Medical Center – Kenner (OMC-K): 180 W. Esplanade Ave, Kenner, Louisiana 70065

Ochsner Medical Center – River Parishes (OMC-RP): 1900 W Airline Highway LaPlace, Louisiana 70068

1. Ochsner Medical Center – Kenner: The laboratory is located on the first floor Section B of the hospital.
2. Ochsner Medical Center – Kenner: Frozen Section Lab- located in main laboratory on the first floor Section B of the hospital in the Histology lab room.
3. Ochsner Medical Center – River Parishes: The laboratory is located on the first floor of the facility.

## Laboratory Hours of Operation

The laboratories will perform routine testing 24 hours daily, 7 days a week. Routine special procedures will only be performed during maximum staffing periods Monday through Friday 7a.m. – 2 p.m. Blood bank special procedures such as therapeutic phlebotomies and apheresis procedures are available at OMC-K and are provided by an outside contracted vendor. Requests for these procedures must be scheduled by the provider in order of priority and patient availability.

## Departmental Purpose

The Clinical Laboratory and Pathology Department serves to analyze and examine materials, fluids and tissues obtained from patients at the request of their physician. Results of laboratory testing aid the physician in diagnosing, managing, and treating the patient. An onsite laboratory at each location provides timely and stat resulting of routine clinical tests which is essential to daily patient management and life threatening situations.

## Services Provided

General clinical laboratory testing is performed in-house for inpatients, outpatients, and the emergency department 24 hours a day at OMC-K. General clinical laboratory testing is performed for outpatients Monday – Friday 7 am – 5 pm and the emergency department 24 hours a day at OMC-RP. Specialized departments within the laboratory at OMC-K performing patient testing includes the Transfusion Service, Chemistry, Hematology, Hemostasis, Urinalysis, Serology, Histology/Cytology, and Microbiology. Specialized departments within the laboratory at OMC-RP performing patient testing includes Chemistry, Hematology, Hemostasis, Urinalysis, Serology and Microbiology. The laboratory renders epidemiology services such as culturing to check on sterile equipment and reporting to follow nosocomial infections and antibiotic trending.

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In addition to analyzing patient specimens, the transfusion service at OMC-K and OMC-RP provide for the storage and preservation of blood and its components for patient use. O negative Red Blood Cells are stocked at OMC-RP for emergency release and transfusion, only. At OMC-K, blood products such as Red Blood Cells, Fresh Frozen Plasma (FFP), Platelets and Cryoprecipitate (cryo) are routinely stocked in-house. Inventory is provided by the hospital's primary blood supplier, Ochsner Clinic Foundation Blood Bank, which provides for the timely receipt of the product when needed. Upon receipt in the department, the expected turn-around-time from receipt of patient sample to completion is one hour. All stat requests are processed in order of priority. Requests received on patients with special needs (i.e. Leukoreduced, CMV negative, irradiated) usually requires extra processing time.

Any product(s) not available in-house at OMC-K will be ordered from our primary blood supplier and transported via courier service. (Arrangements for routine or stat couriers are based on the urgency of the request). Notifications will be made to the appropriate party (nursing staff, patient physician, hospital administration, lab director and transfusion service medical director) when an unexpected event occurs and may impact patient care. This may include but is not limited to delays in providing blood

Laboratory services provided offsite by our affiliated reference labs include Special Chemistry, Toxicology, and Microbiology procedures.

The laboratory is responsible for the collection of blood specimens as indicated by physician orders.

Information System

The laboratory utilizes a Laboratory Information System to distribute results to nursing stations and physician offices. It is also utilized as a tracking system to track specimen location, turnaround times, record retention, and record retrieving. Any non-interfaced reports from reference labs are manually faxed to physician offices or nursing units.