

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

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**Organization** St. Charles Parish Hospital

**Author**  
Nancy Hittle

### Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	8/30/2024	1.1	<i>Andrea Olofson MD</i> Andrea Olofson Physician	
Periodic review	Laboratory Supervisor	8/23/2024	1.1	<i>Tyachell Bailey</i> Tyachell Bailey (1009876)	
Periodic review	Laboratory Medical Director	8/26/2022	1.1	<i>Supriya Donthamsetty</i> Supriya Donthamsetty	
Periodic review	Laboratory Manager	8/25/2022	1.1	<i>Tyachell Bailey</i> Tyachell Bailey (1009876)	
Approval	Lab Director	8/11/2020	1.1	<i>Supriya Donthamsetty</i> Supriya Donthamsetty	
Approval	Lab Director	5/24/2019	1.1	<i>Edgar S Cooper, MD, JD</i> Edgar Cooper, M.D.	
Approval	Laboratory Manager	5/23/2019	1.1	<i>Nancy Hittle MT(ASCP)BB,SBB</i> Nancy Hittle	
Approval	Laboratory Supervisor	5/20/2019	1.1	<i>Sonni Foster</i> Sonni Foster	
Periodic review	Laboratory Medical Director	5/16/2018	1.0	<i>Edgar S Cooper, MD, JD</i>	

				Edgar Cooper, M.D.
Periodic review	Laboratory Manager	5/16/2018	1.0	<div>Nancy Hittle MT(ASCP)BB,SBB</div> <div>Nancy Hittle</div>
Approval	Lab Director	7/4/2016	1.0	<div>Edgar S Cooper, MD, JD</div> <div>Edgar Cooper, M.D.</div>
Approval	Laboratory Manager	6/29/2016	1.0	<div>Nancy Hittle MT(ASCP)BB,SBB</div> <div>Nancy Hittle</div>

Signatures from prior revisions are not listed.

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
1.1	Approved and Current	Minor revision	5/14/2019	5/24/2019	Indefinite
1.0	Retired	Initial version	6/23/2016	7/18/2016	5/24/2019

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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:

St. Charles Parish Hospital  
1057 Paul Maillard Rd.  
Luling, LA. 70070

## 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.

## Departmental Purpose

The Clinical Laboratory serves to analyze and examine Blood, body 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 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 St. Charles Parish Hospital (SCPH). Specialized departments within the laboratory perform patient testing includes the Transfusion Service, Chemistry, Hematology, Hemostasis, Urinalysis, and Serology,

In addition to analyzing patient specimens, the transfusion service at SCPH provides for the storage and preservation of blood and its components for patient use. Blood products such as Red Blood Cells and Fresh Frozen Plasma (FFP) 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 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 special 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.