

**Valley Medical Group, P.C.**  
**Laboratory Policy and Procedure**

**Title:** GHC Mobile Lab Draw Process

**Purpose:** Define approach to complete mobile lab draw for GHC during Covid-19

**Procedure**

Mobile Draw Process: GHC

- PCP sends patient case to reception for needed lab work
- Reception schedules MO10 into an available appointment slot
  - No double-booking; schedule patient for a different day if all appointments are booked
  - If lab work is needed before a Virtual Visit schedule the lab appointment 4 days prior to the visit
  - NO Walk-in appointments
- Reception will share the following important information when appointment for labs are booked:
  - Your provider wants me to schedule you for an outside lab mobile draw at (time) on (date)
  - Please follow the signs to the back of the building and park in a designated mobile parking space
  - Once you arrive, please call (413)775-4603 to check-in with the phlebotomist and please stay in your car until the phlebotomist is ready
  - If you do not have a cell phone and are unable to make a phone call from your car on arrival. Please call (413)775-4603 when you are preparing to leave your home to come to the center, and share your estimated arrival and the type of car you have.
  - All patients must wear a face-covering/mask when you arrive for blood-work
- Phlebotomy staff (lab reception) inside the building will receive the patient arrival call and perform check-in process while on the phone. Upon completion tell patient to stay in vehicle and the Phlebotomist will be with them when they are ready
- Phlebotomy staff (lab reception) will push Athena lab orders into Athena and print out patient labels from dymo printer as per check-in process
- Phlebotomy staff (lab reception) will take vacutainer tubes and/or collection kits with label to outside Phlebotomist doing the lab draw
- Phlebotomist doing the draw will approach the vehicle to indicate to the patient they may get out of the vehicle and proceed to the area for lab draw.
  - Ambulatory patients can walk to phlebotomy chair and non-ambulatory patient may use a wheelchair
- Phlebotomist performs routine venipuncture per protocol
  - Routine Mobile Draw Protocol
    - Put on PPE in proper order (Gown, Eye Protection and Gloves)
    - Have patient sit in phlebotomy chair
    - Identify patient by name and DOB
    - Ask if the patient has been fasting
    - Perform venipuncture
    - Have patient hold gauze on site
    - Label tubes with patient information
    - Use appropriate bandage on site
    - Wipe down wheelchair/phlebotomy chair and phlebotomy cart with appropriate

disinfectant

- Take off PPE in correct order (Gown, Gloves, Eye Protection) if going inside the building
  - Place PPE in appropriate storage area
  - Disinfect eye protection/goggles
  - Sanitize hands prior to entering the building
  - Wash hands after returning to the lab with specimens
- After the lab draw, the patient will return to their vehicle
  - Phlebotomist will hand labeled specimens to inside Phlebotomy staff member (runner)
  - Phlebotomist (runner) will receive specimens and bring to drawing station for accessioning and courier pick-up
  - Outside phlebotomist will disinfect phlebotomy chair/wheelchair and prepare for next patient
  - Phlebotomist (runner) will re-stock mobile supplies as needed

<b>Author</b>	Debbie Bolognani
<b>Approval</b>	Gina Campbell MSN, RN, Vice President Clinical Operations
<b>Effective</b>	New May 4, 2020
<b>Review</b>	
<b>Revision</b>	