

**ARROWHEAD REGIONAL MEDICAL CENTER  
PATHOLOGY AND LABORATORY MEDICINE  
PHLEBOTOMY MANUAL  
2021 Summary of Revisions**

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Revisions)
				X	Index	
540.01 Issue 1				X	Guest Relations	
540.02 Issue 1				X	Customer Service	
540.03 Issue 1				X	Telephone Etiquette	
541.01 Issue 1				X	Phlebotomy Protocol for Weekends and Holidays	
541.02 Issue 1				X	Requesting Time Off	
541.03 Issue 1				X	Phlebotomist Daily Draw Sheet	
541.04 Issue 1				X	Stocking a Phlebotomy Tray	
541.05 Issue 1				X	Processing Outpatient Specimen	
542.01 Issue 1				X	Safety Precautions	
542.02 Issue 1				X	Emergency Situations	
542.03 Issue 1				X	Unusual Occurrence Computer Entry	
542.04 Issue 1				X	Hand, Arm & Shoulder Stretches	
550.01 Issue 1			X		Venipuncture	
550.02 Issue 1			X		Pre-Analytical Specimen Labeling (Patient Identification)	
550.03 Issue 1			X		Obtaining the Recipient Specimen for Blood Bank Specimens	
550.04 Issue 1				X	Transplant Clinic HLA Test Kit Processing	
550.05 Issue 1				X	Obtaining the California Prenatal Screening Program-1st & 2nd Trimester Screening	
550.06 Issue 1				X	Ionized Calcium Draws for Respiratory Therapy	
551.01 Issue 1				X	Skin Puncture	
551.02 Issue 1				X	Steps to Collecting Newborn Screening Blood Test	
552.01 Issue 1				X	Specimen Processing-Hematology/Coagulation	

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Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Revisions)
552.02 Issue 1				X	Specimen Processing -Blood Bank	
552.03 Issue 1				X	Specimen Processing- Minimum Neonate/Newborn Specimen Requirements	
552.04 Issue 1				X	Specimen Processing-General	
552.05 Issue 1				X	Commonly Used Vacutainer Tubes at ARMC	
553.01 Issue 1				X	2 Hour Glucose Tolerance	
553.02 Issue 1				X	5 Hour Glucose Tolerance	
553.03 Issue 1				X	2 Hour Post Prandial	
553.04 Issue 1				X	Glucose Tolerance – Record Keeping & Trouble Shooting Information	
553.05 Issue 1				X	1 Hour Glucose Tolerance	
553.06 Issue 1				X	3 Hour Glucose Tolerance	
554.01 Issue 1				X	Blood Culture Collection Procedure	
555.01 Issue 1				X	Laboratory Redraw Procedure	
556.01-559.01					No Policy	
560.01 Issue 1				X	Laboratory Downtime Procedure	
561.01 Issue 1				X	Printing Specimens Collection Batches	
561.02 Issue 1				X	Checking Stats for Additional Orders	
561.03 Issue 1				X	Iatric System Mobilab Handheld	
562.01 Issue 1				X	Temperature Quality Control in Outpatient Laboratory	
562.02 Issue 1				X	Computerized Tube System-Down***	
562.03 Issue 1				X	Monitoring and Checking Out Pagers and Carts in Outpatient Laboratory	

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563.01-569.01					No Policy	
570.01 Issue 1				X	24 Hour Urine Collections	
570.02 Issue 1				X	24 Hour Urine Collection Procedure- English & Spanish	
570.03 Issue 1				X	Directions for Urine Culture Specimen	
570.04 Issue 1				X	Outpatient Laboratory Urine Processing	
571.01 Issue 1				X	Semen Collection Instructions & Questionnaire	
572.01 Issue 1				X	O & P Patient Instructions	
572.02 Issue 1				X	Hemosure Immunological Fecal Occult Blood (iFOB) Test Collection	
573.01-579.01					No Policy	
580.01 Issue 1				X	First Day Check Off for Trainees	
580.02 Issue 1				X	Computerized Tube System	
581.01-589.01					No Policy	
590.01 Issue 1				X	Guidelines for Training in Outpatient Laboratory	