



AT THE FOREFRONT  
**UChicago**  
**Medicine**

**TO:** Medical Staff, House Staff, Patient Care Centers, and Outpatient Clinics

**FROM:** Clinical Hematology Laboratory

**DATE:** September 29, 2020

**RE:** Bone Marrow Scheduling Policy

The Clinical Hematology Laboratory provides specimen collection assistance during bone marrow procedures. Laboratory technologist or technician will come to the patient area and assist in the collection process, making aspirate smears, and routing specimens to testing laboratories. Bone marrow procedure should be pre-scheduled with Clinical Hematology Laboratory. Procedure areas including IVTH and Pediatric outpatient clinic provide an electronic schedule in advance to the Clinical Hematology Lab. Changes to this schedule including delay and cancellations should be communicated to the laboratory.

#### **Procedure Scheduling**

- To schedule a procedure with the hematology laboratory call the laboratory at 2-1314 as soon as the procedure is scheduled.
- 24 hour notice is requested and same day procedure requests are performed as allowable by staffing and schedule.
- Procedures times are 8:00 am – 4:00 pm Monday through Thursday and 8:00 am to 1:00 pm on Friday. Procedures after 1:00 pm on Friday may experience turnaround time delays and decreased specimen viability.
- Bone marrow requests outside of normal hours (8:00 am – 4:00 pm Monday through Thursday and 8:00 am to 1:00 pm on Friday) require approval from Medical Director, Lab Manager or Pathologist.
- Add-on same day procedures are performed on a first come, first serve basis and time slots may be limited depending upon staffing availability.
- Patients must have EPIC orders placed for bone marrow procedure as well as corresponding test orders such as flow, cytogenetics, molecular, etc. prior to procedure.

If you have concerns or questions regarding this implementation, please contact us at 773-702-1314 or via email at [Sandeep.Gurbuxani@uchospitals.edu](mailto:Sandeep.Gurbuxani@uchospitals.edu) or [Kara.Newton@uchospitals.edu](mailto:Kara.Newton@uchospitals.edu).