



Acronyms

US = Ultrasound (Sonogram)

LMP = Last Menstrual Period

AB = Abortion

MAB = Medication Abortion

G – Gravida = a woman who is or has been pregnant, irrespective of the pregnancy outcome.

P – Primipara = a woman who has been delivered only once of a fetus or fetuses who reached viability. Completion of any pregnancy

SAB = Spontaneous Abortion/miscarriage

TAB = Therapeutic Abortion

MFU = MAB Follow-up (PMAB = POST MAB)

FU = Follow-up

AB1 = First Trimester (Below 11.6wks)

AB2 = 2nd Trimesters (12-16wks)

AB3 = 16wks-17.6wks

AB4 = 18-22wks

FTG = First Trimester General

CYTO = Cytotec (Medication use for patients that are AB2/gestations 12-13.6wks) Cytotec – soften the cervix before the procedure

LAMS = Laminaria (a seaweed device that is inserted in the cervix for dilation). Used for patients that are 14+wks in PPM. At FPSMG, Oakland they use LAMS starting at 12wks and above

D&E = Dilation and Evacuate

ROB = Routine OB(Obstetrics)

PT = Pregnancy Test

DOB = Date of Birth



Consenting Patients

It's important to connect with the patient, be compassionate as well as offering them an opportunity to make a difference in our future.

Blood and Tissue

I work with a company that assists researchers in finding cures for many debilitating diseases like cancer, diabetes and many other. The law in the state of California requires that the tissue from your procedure be incinerated. Would you be willing to give your consent to donate blood and the tissue from your procedure to research? Participation is completely anonymous.

Blood Only

I work with a company that assists researchers in finding cures for many debilitating diseases like cancer, diabetes and many other. Would you be willing to give your consent to donate a blood sample to research? Participation is completely anonymous.

Clinic Procedures and Policies

As a representative of StemExpress you are required to act in a professional manner and follow all clinic policies. Please take note the following procedures and policies are **extremely important** regarding our presence in the clinics:

1. **Communication with the Assistant Manager and HSS's** – Upon arrival, inform the staff clearly what you are procuring for the day. Just as important, **you must inform the Assistant Manager and HSS's when you have completed your work.** This will insure they do not continue to consent and draw unnecessary blood samples. In addition, please **notify the Assistant Manager upon departure** of the clinic and remember to thank them for their assistance.
2. **Cell Phone Use** – It is essential we follow clinic rules with respect to cell phone use. **Please DO NOT pull your cell phones out in the hallways for ANY reason.** While we realize our cell phones are critical to our internal communication, we need to follow the etiquette set by the clinic. If you receive a text or call, step to an appropriate private area or into the nearest unoccupied room to read the text or answer your phone. Phones should always be on vibrate while in the clinics.
3. **Perfume Free Policy** – All clinics have a Perfume Free Policy, Please refrain from applying perfume or any fragrance prior to or when you are in the clinic.
4. **General Clinic Etiquette:**
 - ◆ Calm demeanor
 - ◆ Sensitive to Patients' Privacy and Situation
 - ◆ Professional at all Times
 - ◆ Respectful to Patients and Clinic Staff
 - ◆ Maintain Confidentially for Patient Information

I have read and understand the above Clinic Procedures and Policies

Holly K O'Donnell
Print Name

Holly O'Donnell
Signature

12/5/12
Date

778 Pacific Street / Placerville CA 95667

T: 530-626-7000 F: 530-26-7900 / info@stemexpress.com / www.stemexpress.com



Daily ID Numbering System

The Daily ID Numbering System allows us to track the number of bloods draws or tissue collections from a clinic. This is StemExpress' Internal Tracking System, therefore it's important to number them properly and sequentially.

Blood Collection –

- ID Numbering for Blood Collections are always identified with a B on the end of the sequential number, i.e. 01B, 02B, 03B, etc.
- Start at 01B each day and sequentially number additional blood collections throughout the day, i.e. 01B, 02B, 03B, etc.
- **IMPORTANT NOTE:** We collect blood for multiple researchers. The ID# relates to the number of blood collections at the clinic NOT the researcher. For instance, let's say you draw the first 5 bloods for one researcher and then start getting bloods for another researcher, the first 5 bloods are 01B to 05B, then you would start numbering the second researcher at 06B. You would NOT start from 01B again. In addition, if you were alternating draws for different researchers, one may have 01B and 03B, and the other would be 02B and 04B.



Tissue Collection and Infectious Disease Screening (HIV, HBSAG, HCV, etc.) –

Tissue Collection:

- ID Numbering for Tissue Collections are identified as a sequential number, i.e. 01, 02, 03, etc. This relates to each case. For instance, if you procure multiple organs from a single case, they would all be identified as the same POC number.
- Start at 01 each day and sequentially number additional tissue collections throughout the day, i.e. 01, 02, 03, etc. Number only the cases you collect tissue.

Infectious Disease Screening (HIV, HBSAG, HCV, etc.):

- ID Numbering for Infectious Disease Screening are identified as the same ID # in conjunction with the tissue it relates to. For instance, if you procure a tissue sample identified as ID #01 and the researcher requests Infectious Disease Screening on this patient, the blood test is the same ID #.
- IMPORTANT: Infectious Disease Screening relates to tissue collection only, therefore they are NOT identified with a B at the end of the ID number.



LABELING AND PACKAGING - BLOOD SAMPLES

Please follow these guidelines UNLESS SPECIFICALLY REQUESTED BY CLIENT:

BLOOD SAMPLES

LABELING:

- ALL blood tubes must have a label
- Proper labeling of the blood tube should read left to right – Hold the blood tube in your left hand and the label should be readable.



PACKAGING:

- Blood Tubes should ALWAYS be placed in a BioHazard Bag
- Protecting Glass Tubes – some clients require tube sleeves to protect from contact within the BioHazard Bag. Tubes can also be wrapped in Syncope Towels in the absence of tube sleeves. This is important when using glass tubes, i.e. STRECK.
- Blood Tubes should never come in direct contact with ice or gel packs