

Specimen Collection Instructions

General Instructions

- Test Requisition** Each specimen for each patient must be accompanied by written authorization or the appropriate laboratory outpatient requisition form:
- Outpatient Services Form—used for most specimens
 - Ensure that all patient information is complete.
 - Collection information should include the date and time of collection and the fasting or non-fasting state of the patient
 - Indicate if STAT or ASAP.
 - IDC-9 codes or diagnosis must be included. (Codes are required in all Medicare testing.)
 - An ABN must be signed if the diagnosis does not cover testing
 - Tissue and specimens for culture, STD testing, or cytology must include a source.
 - Pap Smear Examination Request Form—used for conventional and liquid-based paps.
 - Pap smears must include the patient’s full name on the frosted end of the slide
 - Pathology Request Form—used for tissues and body fluids submitted for pathologic exam
 - Advance Beneficiary Notice (ABN) Form—must be completed and accompany the specimen from Medicare patient when diagnosis does not cover testing

Forms may be ordered along with other laboratory supplies.

Verbal Requests: Verbal requests must be followed by a written authorization from the ordering physician. Written faxed orders are acceptable.

Additional Testing Additional testing can be arranged if sufficient specimen volume exists.

Repeat Tests: A test will be repeated, when possible, at no charge if the clinician has reason to doubt the result. Specimens are generally retained for only a few days; notify the lab as soon as possible if a repeat test is desired.

STAT Requests: STAT tests will be reported within 1 hour of their receipt at the laboratory.

- Labeling:** All specimens must be labeled with:
- Patient’s full name
 - Date of Birth
 - Specimen collection date
 - Specimen collection time
 - For blood collection include initials of phlebotomist