

TIP SHEET

Internal reference testing protocol for sending specimens, adding-on tests, and general information

Clinical Pathology Specimens

1. Designation of testing locations for internal reference testing to be performed at UNCMC or UNC Rex Laboratories is configured based upon initial EPIC accessioning logic for testing location and Beaker accession logic for individual tests.
 - a. Caldwell, Pardee, High Point, and Chatham tests are directed to UNCMC for tests performed at UNCMC and to UNC Rex via UNCMC for internal reference tests performed at Rex.
 - B. Johnston internal reference tests will be transported to UNC Rex for tests performed at Rex and samples relayed to UNCMC for tests to be performed at UNCMC.
2. The performing internal reference testing laboratory can be identified by the specimen identification on the sample. For example, tests sent to UNCMC will begin with the prefix ML Tests referred to Rex will begin with the prefix RX. There is an exception to this logic for add-on tests on samples that have not been transferred to a packing list for a reference laboratory. A new ML or RX label will not print when a McLendon Laboratories or Rex test is added onto an in-house specimen that has not been transferred to McLendon Laboratories or Rex. However, the test can be performed at a reference laboratory with the originating laboratory's sample number once the sample is placed on the appropriate packing list.
3. Prepare the sample for transport according to the appropriate laboratory resources for specimen handling.
 - a. UNCMC can provide a customized referral test spreadsheet for the most frequently referred tests for each site.
 - b. General information for testing is also located on the McLendon Laboratories web-site <http://www.unccmedicalcenter.org/mclendon-clinical-laboratories/>
 - c. A specimen handling database is currently under construction and will be located under the Internal Reference tab on the McLendon Laboratories web-site.
4. Place the specimen on the appropriate all temperature packing list. An "all temperature" packing list should be prepared for each transport temperature. For example, refrigerated specimens will be placed on one "All Temp" packing list and the packing list printed and included with the refrigerated specimens. Frozen specimens will be placed on a separate "All Temp" packing list and the packing list printed and placed with the frozen specimens. Temperature dependent packing lists have been developed for Mayo only. Instructions for utilizing packing lists are located on the packing list tip sheet.
5. Separate specimens designated for different laboratories into different transportation packaging (bags are acceptable). For example, if a specimen is being transported to UNCMC for relay to Rex, please note that the transport container is for Rex specimens or vice-versa and provide the appropriate packing list with the specimens.

Microbiology nonblood (culture, stool, urine) specimens should be packaged in individual specimen bags and then placed on a separate packing list and placed in a Microbiology specimen transport bag.
6. UNCMC will accept primary tubes to minimize patient aliquoting errors if the specimen is in a serum separator tube (SST) and stored at ambient or refrigerated temperature.

Adding on a test to a specimen that is located at an internal reference laboratory.

Tests typically performed at the referring laboratory may be added to a specimen that is located at an internal reference laboratory to be performed at the internal reference laboratory. The packing list places ownership of the specimen at the reference laboratory. Follow the add-on procedure for adding-on tests. The test will appear in the in-basket at the reference laboratory for transfer to the reference laboratory outstanding list.

Adding on a Mayo test to a specimen that is located at an internal reference laboratory.

Mayo tests may be added to a specimen that is located at an internal reference laboratory. Follow the add-on procedure for add-on tests. The test will appear on the Mayo outstanding list at the reference laboratory. In this situation, the internal reference laboratory will need to access the referring laboratories Mayo ordering account and add the specimen to the referring laboratory to enable the charge to drop at the correct laboratory.

Referring a Test to an Internal Reference Laboratory that is Routinely Performed at the Referring Laboratory

A test normally performed at a referring laboratory may be sent to another laboratory for testing. Prepare the packing list for the receiving laboratory.

To transfer a test that is normally performable at a site, you must select the test in the Packing List Editor. Otherwise, it will not show up on the Destination's Outstanding List. See the example below.

Pos	Container	Tests on Packing ...	Test IDs
1	ML16082-K0001.1	Caffeine Level	
2	MY16082-W0001.1	Vitamin D 1,25-Dihyc	
3	RX16082-C0001.1	Insulin, Total	
4	CP16082-H0004.1	CBC	
5			

Destination: UNCH MCLENDON LAI

Containers are needed back

Comments:

Tests to ship for CP16082-H0004

CBC

Anatomic Pathology Specimens

AP specimens cannot be added to Beaker tracking lists unless the cases are accessioned. An electronic tracking list that can be generated by scanning the EPIC labels and printing the list available on the Internal Reference Testing site on the McLendon Laboratories website. A manual manifest may also be used.

General Information-McLendon Laboratories

Contact information:

Calls regarding testing should be directed to McLendon Laboratories Customer Services: 984-974-2583. The attendant will direct the call to the appropriate laboratory if technical assistance is needed. The Internal Reference Testing Call Center is open from 8:30 a.m. to 5:00 p.m. After hour calls will be routed to the Core Laboratory supervisor.

Critical Values:

Critical Values will be called to the referring laboratory or contact provided by the referring laboratory.

Test Cancellations or Specimen Problems:

Routine cancellations will be called to the referring laboratory or contact provided by the referring laboratory each morning. Stat cancellations will be immediately called to the referring laboratory.

Significant delays in testing due to instrumentation or test problems will be called to the referring laboratory.

Courier Schedules:

Courier service will be provided by Medifleet. Routine runs will occur Monday through Friday. Courier schedules are posted on the McLendon website-Internal Reference Testing Resources. Couriers will carry dry ice for frozen specimen transport.

Billing Questions:

Laboratory testing is performed at cost by the internal reference laboratories. The Patient Revenue Cycle department will bill each referring laboratory monthly for internal reference laboratory charges. Patient technical charges will be routed back to the referring laboratory. All questions regarding billing for UNC technical and professional charges should be addressed to Joanne Rich, McLendon Laboratories Business Manager at 984-974-1508. Joanne.Rich@unchealth.unc.edu

Professional charges for pathology interpretation will be billed by UNC P and A.

Resource materials:

Forms to request supplies or additional services are located on the Internal Reference Testing section of the McLendon Laboratories website.

Communication Updates:

Test information will be sent via email to the designated contacts at each reference laboratory. Update information will also be archived on the McLendon Laboratories Internal Reference Testing website.

Metrics:

Testing metrics are under development and will be made available monthly.

General Information-UNC Rex Laboratory:**Contact Information:**

Call the phone bank at 919-784-6000 that is open 8:00-5:00 Monday – Friday and they will transfer calls to the appropriate area. After hours, weekends and holidays the phone will automatically transfer to Customer Service and they will transfer the calls to the appropriate area.

Billing Questions:

Nora Keith 919-784-3318

Stacy King 919-784-2194

STAT Testing:

McLendon Laboratories can perform STAT testing from local laboratories upon request. The following information is critical to insuring that STAT's are received and tested expediently.

- a. Not all tests available on the McLendon Laboratories website are available for STAT testing. It is critical that the person in charge of the laboratory that will be performing the test be contacted for all STATs at any hour of the day to determine if the test can be performed and to supply the following information.

Courier contact information that will be delivering the test.

Contact number for results or testing problem resolution.

Estimated time of arrive.

- b. In return the person in charge of the laboratory will provide:

Specify instructions to be given to the courier including contact information to gain access to the building and laboratory. The courier entrance to the hospital and laboratories are secure after hours and on weekends and holidays.

Core Laboratory 984-974-2361

Transfusion Medicine 984-974-1780

Microbiology 984-974-1805

Revisions:

5/18/16 Revised to include Stat Testing and adding on a test to a specimen that is located at an internal reference laboratory.