



MLS: Laboratory Update
MDH Test Request Form: Submitter Name or
Number REQUIRED
January 28, 2009



****Please forward this to all appropriate personnel within your institution and any clinic affiliates in your health system****

This is a routine message from the Minnesota Department of Health (MDH) and the Minnesota Laboratory System (MLS). This message is being sent to MLS laboratory contacts serving Minnesota residents. You are not required to reply to this message.

Background

The Minnesota Department of Health Public Health Laboratory (MDH-PHL) continues to receive specimens from submitters without submitter information (i.e. name of facility sending specimen).

Effective Immediately:

MDH-PHL will NO LONGER accept specimens for testing when the request form received is missing the submitter name or submitter number. It is imperative that this information be provided so that a test result can be provided. Without the submitting facility's name or submitter number we are not in compliance with CLIA regulations found in: 42 CFR 493.1445(e)(13), 493.1291(f), 493.1249, and 493.1299.

This policy applies to all specimen types including critical specimens that cannot be readily recollected. The test will be canceled and the samples will be placed in the biohazard waste.

With our new interactive forms you can fill in the required submitter information, save the form, and print multiple copies so your forms will always be complete. This will eliminate the possibility of sending a form with missing information. The new form can be found at: <http://www.health.state.mn.us/divs/phl/clin/index.html>

Other Required Information

In addition to submitter name or number, the patient information listed below is also REQUIRED by CLIA to be on the request form. Failure to provide this information delays our ability to start testing specimens while we put the sample aside and contact the lab for the missing information. Please be sure to check the forms before sending samples to make sure that all necessary information is provided. The required information has boxes that are colored on the request form.

1. Patient first and last name or unique ID
2. Date of Birth
3. Collection Date
4. Specimen Source
5. Test Requested

Additional Helpful Hints

Since MDH-PHL serves the entire State of MN and beyond it is important that the submitter information is COMPLETE. Please do not enter in just a facility acronym. In addition, if there are several clinics and/or hospitals with the same "system" name, please be sure to provide the city or other unique identifier to distinguish which facility is actually submitting the specimen and requesting the testing. Both of these tips will assist MDH-PHL in getting results to the proper submitter.

Thank you for assisting MDH-PHL in providing quality laboratory services.

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