

Sample Letter to Obtain an Antibiogram from a Laboratory

USE THIS TEMPLATE TO DEVELOP YOUR OWN FACILITY LETTER

[DATE]

[NAME OF LABORATORY]

[ADDRESS OF LABORATORY]

RE: Preparing an Annual Antibiogram for [NURSING HOME NAME]

Dear [INSERT NAME]:

The [NURSING HOME NAME] is planning to use an annual antibiogram report as part of a quality initiative to improve the appropriate prescribing of antibiotics for our residents.

As the administrator of the [NURSING HOME NAME], I am writing to request that you generate an antibiogram report for [NURSING HOME NAME] based on at least the past 12 months of bacteriological laboratory results that you have processed for us. Specifications for the report and its format are attached. Please refer to the latest edition of the "Analysis and Presentation of Cumulative Antimicrobial Susceptibility Test Data" guideline from the Clinical and Laboratory Standards Institute (guideline M39). The antibiogram report should display the antimicrobial percent (%) sensitivities for common organisms isolated from diagnostic specimens collected from residents of [NURSING HOME NAME].

This signed letter serves as authorization to generate the antibiogram report. Please confirm this request in writing.

Sincerely,

[NAME]

[TITLE]

[NURSING HOME NAME]

[NURSING HOME ADDRESS]

[NURSING HOME PHONE NUMBER]

[EMAIL ADDRESS]

Specifications

The current Clinical and Laboratory Standards Institute (CLSI) standards specify that the antibiogram:

- Cumulates and analyzes a minimum of one year of data and is updated at least annually
- Includes only final, verified test results
- Includes only diagnostic isolates, not surveillance isolates
- Includes only the first isolate of each species for each resident within the time period
- Includes only organisms with at least 30 isolates tested; when fewer than 30 isolates are obtained in the course of one year, it is permissible to include isolates collected over [SPECIFY TIME PERIOD] and to clearly indicate this in a footnote to the antibiogram
- Presents susceptibility results only for antimicrobial agents that are routinely tested and are clinically useful
- Presents data as the percentage of isolates that are susceptible to each antibiotic agent (%S) and does not include percentage with intermediate susceptibility (%I)
- Follows current CLSI specifications for microorganism-specific recommendations

[OPTIONAL] The requirement for at least 30 isolates of each organism may not be reached even when more than one year's data is used. If this is the case, [NURSING HOME NAME] directs that a threshold to 20 isolates be used and the antibiogram should include a prominent caution that these results are less reliable.

Format

The antibiogram report will be provided in the following format(s):

[INSERT SPECIFICATION AND/OR EXAMPLES OF FORMAT(S) FOR THE REPORT]

Minnesota Department of Health
Healthcare-Associated Infections & Antimicrobial Resistance Unit
PO Box 64975
St. Paul, MN 55164-0975
651-201-5414
health.stewardship@state.mn.us
www.health.state.mn.us

03/15/19

To obtain this information in a different format, call: 651-201-5414.