## WMC Laboratory Services

### **Client Services**

### **Outpatient Lab Drawing Stations**

Williamson Medical Center Laboratory - Ground Floor	6:00 am - 6:00 pm
	Monday - Friday
	6:00 am – 2:30 pm
	Saturday & Sunday
Williamson Medical Center Laboratory - First Floor	9:00 a.m 5 p.m.
	Monday - Friday
Williamson Medical Center	7 a.m 4:30 p.m.
Williamson Tower, Suite 601 - Sixth Floor	Monday - Friday

### **Scheduled Procedures**

Procedure	Call	Hours Available
Glucose Tolerance	435-5800	7 a.m 10 a.m.
Semen Analysis	435-5824	7 a.m 1 p.m.
Therapeutic Phlebotomy	435-5813	8 a.m 2 p.m.

### **Client Supplies**

- Supplies will be provided to collect and transport specimens to WMC.
- Due to the Stark Amendment rulings, WMC can provide only supplies that are returned to WMC.
- A supply order form is included in this manual.

### **Courier services**

Couriers have a designated schedule Monday through Friday.

• Monday-Friday 10 a.m. – 5:30 p.m.

Call **435-5800** for infrequent pick-up.

### Reports

There are several options to receive reports:

- Reports may be automatically printed to the physician's office when test is complete.
- Auto-faxed reports are generated and faxed when test is complete. (*Individual reports can be faxed upon request.*)
- Mail

### Information on test(s) not in manual

For additional test information, call WMC's Laboratory customer service at 435-5800

### **Pathology services**

Wayne Lennington, M.D., board certified pathologist

- 1. Blood smear evaluation
- 2. Evaluation laboratory data
- 3. Further testing recommendation
- 4. Full anatomic pathology coverage
- 5. Bone marrow evaluation
- 6. Fine needle aspiration of palpable masses

### **Other WMC Laboratory Services**

#### Phlebotomy training for office staff:

Lanie Newton, WMC Laboratory Outreach Manager 435-5851

#### Coding consultation for lab tests:

Patti Walton, WMC Laboratory Administrative Director 435-5812

### CLIA consultation and/or mock inspection (call to negotiate either hourly or per job fee):

Lanie Newton, WMC Laboratory Outreach Manager 435-5851

#### Medicare compliance issues:

Patti Walton, WMC Laboratory Administrative Director 435-5812 Lanie Newton, WMC Laboratory Outreach Manager 435-5851

#### Medical necessity consultation:

Patti Walton, WMC Laboratory Administrative Director 435-5812

#### In-services on laboratory procedures:

Lanie Newton, WMC Laboratory Outreach Manager 435-5851

### **Billing questions:**

Lanie Newton, WMC Laboratory Outreach Manager 435-5851



#### LABORATORY SUPPLY ORDER FORM

CLIENT NAME: \_\_\_\_\_

TUBES	PKG	QTY	SENT
RED PLAIN	BX		
GOLD	BX		
LAVENDER	BX		
BLUE	BX		
GREEN	BX		
CONTAINERS	PKG	QTY	SENT
15 ML TISSUE	BX		
35 ML TISSUE	BX		
60 ML TISSUE	BX		
STOOL CUPS	PKG		
STER SPEC CUPS	PKG		
24 HR URINE JUG	EA		

NEEDLES	PKG	QTY	SENT
21 x 1 MULTI SAMPLE	BX		
22 x 1 MULTI SAMPLE	BX		
VACUTAINERS	PKG		
CULTURE/KITS	PKG	QTY	SENT
URINALYSIS TRANSPORT	BX		
URINE CULTURE C&S TRANSPORT	BX		
OVA & PARASITE	EA		
CULTURETTES	вх		
GEN PROBE MALE	EA		
GEN PROBE FEMALE	EA		
VIRAL TRANSPORT	EA		

FORMS	PKG	QTY	SENT
WMC REQUEST	100		
PATH / CYTOL FORM	Call A	SSOC P	ATH 234-0610
TRANSPORT	PKG	QTY	SENT
BAGS	PKG		1999 - 1
OTHER	PKG	QTY	SENT
TOWELETTES	BX		
TOURNIQUETS	BX	-	

DATE:

TO BE COMPLETED BY OFFICE

ME	A construction of the second	
D / COURIER		

DATE RES'D ORDER	
FILLED BY	
DATE SHIPPED	

TO BE COMPLETED BY OFFICE

DATE AND TIME \_\_\_\_\_\_ ORDER FAXED / COURIER \_\_\_\_\_ ORDERED BY

#### PLEASE SEND ORDER BY COURIER OR FAX TO 435-5799 (WE NO LONGER ACCEPT ORDERS BY PHONE) PLEASE ALLOW 2 DAYS FOR PACKAGING AND DELIVERY OF SUPPLIES FOR QUESTIONS REGARDING YOUR SUPPLY ORDER CONTACT OUR CUSTOMER SERVICE DEPT @ 435-5800 \* SPECIAL NOTE: DUE TO STARK REGULATIONS WE ARE UNABLE TO SUPPLY BUTTERFLIES

FORM: 17017 Revised: 03-16-11

### **Requisitions and Billing**

### Client bill

Lab work will be billed monthly to the physician.

### Information required on the requisition:

- ✓ Name
- ✓ Date of birth
- ✓ Social security number
- ✓ Physician
- ✓ Patient telephone number
- ✓ Sex

### Patient bill

The Medical Center will bill the patient's insurance company or the patient directly if no insurance information is received.

### Information required on the requisition:

- ✓ Name
- ✓ Date of birth
- ✓ Social security number
- ✓ Sex
- ✓ Physician
- ✓ Patient phone number
- ✓ Address
- ✓ Copy of insurance card, both sides
- ✓ Reason for test

### OUTPATIENT LAB REQUISITION

	William	NTER	DATE OF BIRTH SEX	PATIENT TELEPHONE
			SOCIAL SECURITY NO.	ALE () - RACE CHART NO.
-	FRANKLIN, TN 37067 615-435-5800	MEDICAL DIRECTOR WAYNE J. LENNINGTON, M.D.		
	REFERRING PHYSICIA		POLICY HOLDER (FIRST, LAST, M.I.)	D.O.
			B	
		S	SELF SPOUSE	
		T	L STREET ADDRESS	
			N	
		17	G CITY	STATE ZIP
FE	RRING PHYSICIAN:		PRIMARY INSURANCE:	
		OUNT(CLIENT)	N FRONT & BACK COPY OF CARD ACCEPTED	
BIL			U ID NO. GROUP #	INSURANCE PHONE #
	PATIENT/	INSURANCE/(WMC TO BILL)	R	
MB	AND		N SECONDARY INSURANCE: C FRONT & BACK COPY OF CARD ACCEPTED	
		PHLEBO	E	
		ACCESS	DIAGNOSIS CODE/REASON FOR TEST(S):	
TE			SPECIMEN COLLECTION: OFFICE, NURSING	HOME, HOME HEALTH
IE		V #	- DATE TIME	COLLECTOR
D	PANELS / PROFILES	V TEST CONT	V TEST CONT	MICROBIOLOGY
	BASIC METABOLIC (BMP) GRLT/G		IRON BINDING GRLT/G	TEST
	COMP. METABOLIC (CMP) GRLT/G	CBC w/ PLT DIFF P	LIPASE GRLT/G	AFB
	ELECTROLYTES GRLT/G	CEA GRLT/G	LITHIUM G	SOURCE:
	LIPID PANEL GRLT/G	CORTISOL GRLT	MAGNESIUM GRLT/G	FUNGAL CULTURE
	(LIVER) HEPATIC PANEL GRLT/G RENAL FUNCTION PANEL GRLT/G		MEASLES IGG G	GEN PROBE (GC/CL)
	AFP (QUAD) 2G	CREATININE GRLT/G	METHYLMALONIC ACID G MICROALBUMIN RANDOM U	SOURCE:
	ANA DIAGNOSTIC 2G	CRP-INFLAMMATION GRLT	MONO TEST G/R/P	GROUP B SCREEN
E	ANTI-PHOSPHOLIPID G 2B	CYSTIC FIBROSIS (CF70) LGP	PREG TEST SERUM QUAL G	SOURCE:
	BORRELIA BURGDORFERI (LYMES)	DEPAKENE GRLT/G/R	PREG TEST URINE U	HERPES CULTURE
	G/M reflex IB BANDS 2G	DIGOXIN GRLT/G/R	PROGESTERONE GRLT/G	SOURCE:
w	GTT 0 2 HR 0 3 HR 0 4 HR	B DILANTIN R ESTRADIOL GRLT/G	PROLACTIN GRLT/G	OTHER CULTURE
	1/2 HR INCLUDED	FERRITIN GRLT/G	PROTIME W/ INR B PSA DIAGNOSTIC GRLT/G	OCCULT BLOOD (GUIAC)
	HEPATITIS ACUTE PROFILE 3G	FOLATE GRLT/G	PSA ANNUAL SCREEN GRLT/G	SOURCE:
N	HEMOGLOBIN ELECT PNK	FSH GRLT/G	PTH INTACT ONLY P	C.DIFF TOXIN
	OB GTT NO 1/2 HR  2HR  3HF		RA G	OVA & PARASITES
	OB PANEL 2G/R/P/LGP PARVOVIRUS B-19 G/M AB 2G	FREE T4 GRLT/G	RETIC P	STOOL CULTURE STOOL WBC (LEUKOCYTES
	PROTEIN ELECT, SERUM 2G	GLUCOSE GRLT/G HAPTOGLOBIN G	RPR R/G RUBELLA GRLT/G	STREP SCREEN
	TEST	HBs AB G	SED RATE P	THROAT CULTURE
M	AFP-TUMOR MARKER G	HBs AB (QUANT) G	T3 UPTAKE GRLT/G	URINE CULTURE
E	AMYLASE GRLT/G	HBs AG W/ REFLEX G	THYROXINE (T4) GRLT/G	VAGINAL CULTURE
IL	ANA SCREEN G	HEPATITIS C VIRUS G	TESTOSTERONE GRLT/G	VIRAL CULTURE
	APTT B BNP NT-PRO_GRLT/G	HGBA1C P HLAB-27 Y		SOURCE: WOUND CULTURE
It	B HCG (QUANT) GRLT/G	HIV SCREEN GRLT/G	URIC ACID GRLT/G UA with AUTOMICROSCOPIC U	SOURCE:
	BILI T (ADULT) GRLT/G	HOMOCYSTINE CARDIO PNK/P/R/G		States of the local division of the local di
E	BILI C (ADULT) DIRECT GRLT/G	H. PYLORI GRLT/G	VANC: GRLT/G/R	TEST
	BILI N (BABY) TOTAL, CONJ,	IGE G	VITAMIN B-12 GRLT/G	
VE	UNCONJ (AMBER BULLET) CALCIUM GRLT/G	IMMUNOGLOBULINS (G/AM) GRLT/G	WBC P	
It		IRON GRLT/G		
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		OTHE	RTESTS	
T	A CALL AND A			
C				
		R = RED TOP OUTPATIENT	LAB REQUISITION	the second second second second

### **Medicare testing**

### **Complete mandatory information**

- ✓ Name
- ✓ Address
- ✓ Date of birth
- ✓ Sex
- ✓ Social security number
- ✓ Physician name

### ✓ Reason for each test or Medicare approved panel

- Medicare request form follows.
- WMC laboratory will not process any test or Medicare panel that does not include an appropriate **reason for test**.
- When the physician believes the tests ordered are not medically necessary as defined by Medicare, the patient must sign the advance beneficiary notice (ABN) for fiscal responsibility. It is located on the back of the Medicare requisition.
- Williamson Medical Center Laboratory staff will call for a reason for the test if the reason supplied does not pass medical necessity and the patient has not signed the ABN.

# Order only the tests necessary for diagnosis and treatment of patients and not for screening.

Inform the patient that Medicare will not pay for screening lab tests and have them sign the advanced beneficiary notice (ABN). Physician is to complete the provider notice.

Call Patti Walton at 435-5812 or Lanie Newton at 435-5851 if you have any questions regarding Medicare testing.

#### MEDICARE ADVANCE BENEFICIARY NOTICE

## Williamson

#### ADVANCE BENEFICIARY NOTICE OF NONCOVERAGE (ABN)

NOTE: If Medicare doesn't pay for (D) \_\_\_\_\_ below, you may have to pay.

Medicare does not pay for everything, even some care that you or your health care provider have good reason to think you need. We expect Medicare may not pay for then (D) \_\_\_\_\_ below.

(D)	Reason Medicare May Not Pay:	Estimated Cost:

#### WHAT YOU NEED TO DO NOW:

- Read this notice, so you can make an informed decision about your care.
- Ask us any questions that you may have after you finish reading.
- Choose an option below about whether to receive the (D) \_\_\_\_\_\_ listed above.
- **Note:** If you choose Option 1 or 2, we may help you to use any other insurance that you have, but Medicare cannot require us to do this.

OP	TIONS: Check only one box. We cannot choose a box for you.
	<b>OPTION 1.</b> I want the ( <i>D</i> ) listed above. You may ask to be paid now, but I also want Medicare billed for an official decision on payment, which is sent to me on a Medicare Summary Notice (MSN). I understand that if Medicare doesn't pay, I am responsible for payment, but I can appeal to Medicare by following the directions on the MSN. If Medicare does pay, you will refund any payments I made to you, less co-pays or deductibles. <b>OPTION 2.</b> I want the ( <i>D</i> ) listed above, but do not bill Medicare. You may ask
	to be paid now as I am responsible for payment. I cannot appeal if Medicare is not billed.
	<b>OPTION 3.</b> I don't want the (D) listed above. I understand with this choice I am not responsible for payment, and I cannot appeal to see if Medicare would pay.

**This notice gives our opinion, not an official Medicare decision.** If you have other questions on this notice or Medicare billing, call **1-800-MEDICARE** (1-800-633-4227 / **TTY:** 1-877-486-2048). Signing below means that you have received and understand this notice. You also receive a copy.

Signature:	Date:
According to the Descrively Deduction Act of 1005, no necessary are required to	a collection of information unlose it displays a

According to the Paperwork Reduction Act of 1995, no persons are required to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0566. The time required to complete this information collection is estimated to average 7 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Baltimore, Maryland 21244-1850.

Form CMS-R-131 (03/08)

Form Approved OMB No. 0938-0566

### Laboratory Reflex Testing

Reflex testing is performed after initial test results are determined. Reflex testing is used to further identify significant diagnostic information required for appropriate patient care. Additional billable tests will be generated.

The following tests fall into this category:

### General lab

### RA test (rheumatoid factor, qualitative)

- CPT code 86430
- If positive, qualitative reflexes with CPT code 86431 for rheumatoid titer.

### **RPR** (syphilis test: qualitative)

- CPT code 86592
- If reactive, first occurrence reflexes syphilis test quantitative TPPA with CPT code 86781.

### HIV I

- CPT code 86701
- If screen is positive and repeats, HIV antibody confirmatory test Western Blot will reflex CPT code 86689.

### Microbiology

### Urine culture with colony count

- CPT code 87086
- Definitive identification each organism CPT code 87077
- Sensitivity each CPT code 87184
- Limit two organisms identified

### Stool culture

Screen for salmonella, shigella, campylobacter, and e.coli 0157

- CPT code 87045 for salmonella/shigella set-up
- CPT code 87045 for campylobacter
- CPT code 87045 for e. coli 0157
- Sensitivity each CPT code 87184
- Definitive ID each CPT code 87077
- Yersinia screened when ordered. CPT code 87046

### Laboratory reflex testing (continued)

### **Blood culture**

- CPT code 87040
- Definitive ID each CPT code 87077
- Sensitivity each CPT code 87184
- No limit on number of organisms identified

#### Strep screen

- Quick strep CPT code 87430
- If quick strep negative, throat culture reflexes CPT code 87070.

#### Culture other than stool urine, blood or throat

- CPT code 87070 aerobic
- CPT code 87075 anaerobic
- Gram stain CPT code 87205
- Definitive ID each organism CPT code 87077
- Sensitivity each CPT code 87184

### **Series Order Policy/Procedure**

Williamson Medical Center Laboratory accepts series orders if valid, documented, medically necessary and monitored for appropriateness.

These orders are valid for no longer than six months.

Each initial order must contain the following to be accepted as series:

- 1. Physician generated order
- 2. Statement that testing is to be "series"
- 3. Frequency of testing
- 4. End date, which cannot exceed six months
- 5. Reason for test(s)
- 6. Test(s) desired
- 7. Physician signature

If an established series patient comes in for additional testing, we will need an order and reason for the test.

Williamson Medical Center Lab will notify the ordering physician via fax or printer when the series order is near expiration. We will send the attached form if the physician desires to renew the series order.

## New/Renewal Series Orders Outpatient Laboratory

WILLIAMSON MEDICAL CENTE	R						
	NEW/RENEWAL SER OUTPATIENT LABO		5				
TO WHOM IT MAY CONCERN/DR:							
PATIENT NAME: SS#:		DOB: RACE: []					
HAS ORDERS FOR SERIES LABWORK:		[]	CAU OTHER				
WHICH WILL OR HAS EXPIRED ON: REGULATIONS, IT IS OUR POLICY TO RENEW EACH STANDING ORDER <u>E</u> PATIENT CARE, PLEASE COMPLETE	TO VERIFY ALL STAN	DING ORDERS : TO AVOID ANY	DELAYS WITH	8.			
TEST NAME REA	SON FOR EXAM	FRE	QUENCY				
			·				
CANCEL STANDING ORDERS: [ ]							
START DATE:	END DATE	:					
PHYSICIAN'S SIGNATURE:		· · · · · · · · · · · · · · · · · · ·	DATE:				
PLEASE CALL (615) 435-5800	THANK YOU.						
P.O. Box 681600 * Franklin	,Tennessee 37068-16	500 * (615) 4	435-5800				
Name of Policy Holder(First,Las	t,MI)	DOB					
Relationship to Patient [ ] Sel	f [] Spouse []	Dependent	[] Other				
Street Address							
City	State	Zi	p				
Primary Insurance	Seco	ondary Insura	ince <sup>,</sup>				
<u> </u>			, f				
LAB USE ONLY V#							
Date/Time:	Collector:						

### **Specimen Processing**

#### **Specimen receiving**

- Specimens may be dropped off in the Laboratory 7 days a week, 6 a.m. 7 p.m.
- Please call 435-5800 for drop offs after 7 p.m.

### Criteria for acceptance of laboratory specimens

- Specimen must be labeled
- Specimen must be appropriate to the test ordered
- Specimen must have an order

### Criteria for specimen rejection

- Grossly lipemic or hemolyzed specimens may not be acceptable for many tests.
- Improper specimen test cannot be performed due to reasons such as QNS (quantity not sufficient), wrong anticoagulant for test, clotted, etc.
- Broken tubes or leaking containers

### Office notification of specimen rejection

- Lab outreach staff will notify physician office of specimen rejection.
- Documentation of notification and resolution will be sent to physician office.
- Comment will appear on the patient report.
- Proper billing adjustments will be made.

#### **Repeat determinations**

- If physician questions a laboratory result, the test will be repeated at no charge.
- If the patient needs to be redrawn, physician must reorder test. Reason for redraw and "no charge" should be documented on the requisition.

## Phlebotomy

### Unscheduled procedures

Location	Hours of operation
Williamson Medical Center Laboratory - Ground Floor	6:00 am - 6:00 pm
	Monday - Friday
	6:00 am - 2:30 pm
	Saturday & Sunday
Williamson Medical Center Laboratory - First Floor	9:00 a.m 5:00 p.m.
	Monday - Friday
Williamson Medical Center	7:00 a.m4:30 p.m.
Williamson Tower, Suite 601 – sixth floor	Monday - Friday

### **Scheduled procedures**

Procedure	Phone Number	Hours available
Glucose tolerance	435-5800	7 a.m 10 a.m.
Semen analysis	435-5824	7 a.m 1 p.m.
Therapeutic phlebotomy	435-5813	8 a.m 2 p.m.

### Order of draw vacutainer tubes

Top color	Additive	Instructions
Red glass	None	
Light blue	Sodium citrate	Always draw another tube first
		Immediately invert 5-10 times
Gold serum separator	Clot activator and gel	Immediately invert 5-10 times
Red plastic	Clot activator	Immediately invert 5-10 times
Green	Lithium or sodium heparin	Immediately invert 5-10 times
Yellow	Acid citrate dextrose	Immediately invert 5-10 times
	(ACD)	
Purple	EDTA	Immediately invert 5-10 times
Gray	Potassium oxalate -	Immediately invert 5-10 times
	sodium fluoride	
Royal blue	Plain or Sodium Heparin -	Immediately invert 5-10 times
	heavy metal free	

### **Critical and Abnormal Results**

### Critical results

- WMC Laboratory policy states that the physician, physician assistant, or nurse will be notified of all critical values. If the office is closed, Laboratory staff will attempt to reach the physician or physician on call.
- See critical result table.

#### Abnormal results

Abnormal results will be called to the physician, physician assistant, or office nurse as soon as possible. If the office is closed, the Lab outreach staff will report the abnormal value as soon as the physician office is opened.

Abnormal results		
Test	Value	
WBC	<3,000 or >15,000 k/cmm (Non-Oncology)	
Bands	>10%	
Atypical lymphs	>15%	
Platelets	<70,000 or>600,000 k/cmm (non- Oncology)	
Glucose	>300 mg/dl	
SGOT	>500u/L (initial)	
SGPT	>500 u/L (initial)	

### **Laboratory Critical Values**

Test	Low Level	High Level
Bilirubin total (newborn)		≥ 18.00 mg/dl
Sodium serum/plasma	<u>&lt;</u> 120 meg/l	≥ 165 meg/l
Potassium serum/plasma	$\leq$ 2.8 meq/l	$\geq$ 6.5 meq/l
Potassium newborn serum/plasma	< 3.0 meq/l	> 6.0 meq/l
Glucose serum/plasma	<u>≤</u> 40 mg/dl	≥ 500 mg/dl
Glucose newborn serum/plasma	< 40 mg/dl	> 150 mg/dl
Calcium serum/plasma	<u>≤</u> 6.0 mg/dl	≥ 13.0 mg/dl
Hematocrit	<u>≤</u> 21%	≥ 60.0%
Hemoglobin	$\leq$ 7 gm initial low value or questionable	
	subsequent 2 gm drop	
WBC	$\leq$ 1,500 (initial low	$\geq$ 50,000 (initial high
	value)	value)
Platelet	<u>&lt;</u> 30,000	≥ 1,000,000
Newborn < 50,000	Report initial value then call only if value	
	decreases by >20,000 cu/mm or falls below	
	10,000	
MMB (CKMB)		≥ 4.13 ng/ml
CTNI (Troponin I)		≥ 0.120 ng/ml
INR		> 5

All positive Blood Cultures, CSF Fluid, other normally sterile body fluids, Gp B strep Antigen must be reported to the physician immediately. See separate Microbiology Panic list.

Toxic Drug Levels		
Test	Toxic level	Toxic levels
Carbam	> 15 ug/ml	
Acetaminophen	> 50 ug/ml	
Digoxin	> 2.0 ug/ml	
Dilantin	> 30 ug/ml	
Salicylate	> 30 mg/dl	
Theophylline	> 25 ug/ml	
Valproic acid	> 100 ug/ml	
Gentamycin	> 4 ug/ml (trough)	> 10 ug/ml (peak)
Vancomycin	> 25 ug/ml (trough)	

Specimen	Collection equipment	Transport	Instructions (comments)
Anaerobe special request	Capped syringe Anaerobic swab Transport device	No refrigeration needed Use anaerobic transport method To Lab ½ hour	<ol> <li>Remove needle and cap syringe.</li> <li>Avoid all O<sub>2</sub> exposure.</li> <li>Expel air from syringe.</li> <li>Label properly.</li> <li>Do not refrigerate.</li> </ol>
Blood	Commercial kit needle and syringe	5-10 ml blood/bottle 2 bottles; one aerobic, one anaerobic do not refrigerate	1. Collected by laboratory personnel.
CSF	Surgical prep and collection by physician Sterile screw-cap or snap-cap tubes	Transport in collection tube Do not refrigerate To Lab immediately ¼ hour	1. Collected by physician.
Ear	Aspirate from tympanocentesis (otitis media) Swab of drainage	Transport medium	<ol> <li>Clean external ear surface.</li> <li>CAREFULLY take representative area.</li> <li>Label properly.</li> </ol>
Eye	Swab (small) for each eye Corneal scraping (by physician)	Transport medium	<ol> <li>Do not touch external skin.</li> <li>Obtain maximum material culture both eyes.</li> <li>Label properly.</li> </ol>
Feces	Clean or sterile collection cup Swab (only if necessary)	To Lab within ½ hour	<ol> <li>Best specimen is diarrheal stool.</li> <li>Swab is satisfactory in acute cases but not for routine specimens or surveys.</li> <li>Insert swab beyond anal sphincter.</li> <li>Diaper not acceptable.</li> <li>Specimen must be free of barium</li> <li>Formed stools will be rejected for O &amp; P and C-Diff testing.</li> </ol>
Throat	Swab (tongue blade is necessary)	Transport medium	<ol> <li>Use TONGUE BLADE.</li> <li>Sample ONLY back of throat between and around the tonsillar area thoroughly.</li> <li>Avoid cheeks, teeth, etc.</li> </ol>

### **Collection and transportation of clinical specimens for microbiology**

Collection and transportation of clinical specimens for microbiology (continued)

Specimen	Collection equipment	Transportation	Instructions (comments)
Urine (mid-stream)	Sterile screw-cap cup	Transport in collection container or transport tube with preservative.	<ol> <li>Give patient clear and detailed instructions</li> <li>Refrigerate after collection, if not collected in transport tube with preservative.         <ul> <li>a. Refrigerated urine must be delivered to the lab within 24 hours.</li> <li>b. If urine is not refrigerated, it must be delivered to lab within 2 hours.</li> </ul> </li> <li>Preserved urine (gray top) tubes must be delivered to lab within 48 hours of collection.</li> </ol>
Urine (catheterized)	Sterile screw –cap tube syringe	Sterile Tube, To Lab ½ hour	<ol> <li>Collect from catheter line.</li> <li>Refrigerate upon receipt</li> <li>Decontaminate line as with venipuncture or use port.</li> </ol>
Wounds (surface)	Swab	Transport medium To Lab ½ hour	<ol> <li>Decontaminate surrounding skin.</li> <li>Open lesion and express pus onto swab; sample advancing margin of lesion.</li> <li>Label properly.</li> </ol>
Wound (deep)	Syringe Anaerobic swab kit Aerobic swab (culturette)	Transport aspirate in the collecting syringe (remove needle and cap syringe) <i>or</i> Place aspirate into anaerobic transport container or vial <i>or</i> Collect pus onto swab and place directly into anaerobic transport To Lab ½ hour	<ol> <li>Label anaerobic swab set (specimen) properly.</li> <li>Include detailed source.</li> </ol>
GC Bacterial Culture	Swab (culturette)	Do not refrigerate Immediate CO <sub>2</sub> for GC To Lab immediately	<ol> <li>Collect cervicals with a swab inserted through a speculum</li> <li>Avoid touching swab to uninfected mucosal</li> </ol>

	3.	surfaces Clean external urethra before taking urethral
	4.	specimen Label properly

Specimen	Collection equipment	Transportation	Instructions (comments)
Genital - Viral Herpes	Swab Viral transport media (obtain from Lab)	Media must be kept at 2° - 8° C to assure viability of virus. To Lab immediately.	<ol> <li>Collect cervicals with a swab inserted through a speculum.</li> <li>Avoid touching swab to uninfected mucosal surfaces.</li> <li>Clean external urethra before taking urethral specimen.</li> <li>Label properly.</li> </ol>
Genital Chlamydia/GC (Female) Endocervical	Gen-Probe® endocervical collection kit	Transport to Laboratory at 2° - 25° C.	<ol> <li>Remove excess mucus from cervical os and surrounding mucosa using one of the provided swabs. <u>Discard this swab.</u></li> <li>Insert second swab 1 to 1.5 cm into canal. Use provided swab only.</li> <li>Rotate clockwise for 10-30 seconds to ensure adequate sampling.</li> <li>Withdraw swab carefully avoiding contact with vaginal mucosa.</li> <li>Fully insert swab into the Gen-Probe® transport tube. Snap off shaft at score line. Cap tube tightly and transport to Lab.</li> <li>6.</li> </ol>
Urethral Chlamydia/GC (Male)	Gen-Probe® urethral collection kit	Transport to Laboratory at 2° - 25° C.	<ol> <li>Patient should not have urinated for at least 1 hour prior to sampling.</li> <li>Insert provided swab 2-4 cm into urethra. Rotate to ensure contact with all urethral surfaces. Leave inserted for 2-3 seconds.</li> <li>Withdraw swab and insert into the Gen- Probe® transport tube.</li> <li>Snap off shaft at score line.</li> <li>Cap tube tightly and transport to Lab.</li> </ol>
Nasopharynx	Cotton-dipped nichrome stainless wire-28 ga	Do not refrigerate transport medium	<ol> <li>Nasal speculum helpful.</li> <li>Pass through nose into nasopharynx.</li> <li>Allow to remain for a few seconds.</li> <li>Carefully withdraw.</li> <li>Label properly.</li> </ol>

Collection and transportation of clinical specimens for microbiology (continued)

Specimen	Collection equipment	Transportation	Instructions (comments)
Nose	Swab	Transport medium	<ol> <li>Swab anterior nares only.</li> <li>Culture quickly.</li> </ol>
Sinus (tract)	Curet or surgical specimen	Transport medium	1. Insert and remove carefully.
Sinus (paranasal)	Aspirate	Transport medium	1. Insert and remove carefully.
Sputum	Sterile cup	Refrigerate if needed Transport in collection container To Lab within ¼ hour from collection	<ol> <li>Carefully instruct patient to cough deeply (not to spit).</li> <li>First morning specimen is best (no 24-hour collection).</li> <li>Transport immediately; seal container tightly.</li> <li>Consider sputum potentially contaminate with M. tuberculosis.</li> <li>Respiratory Therapy is responsible for the collection and delivery to the Lab - all sputum specimens.</li> </ol>
Bordetella pertussis	Cotton-dipped nichrome stainless wire-28 ga Collected by nursing staff.	Do not refrigerate. Place each swab in transport media obtained from the lab.	<ol> <li>Nasal speculum helpful.</li> <li>Pass through nose into nasopharynx.</li> <li>Allow to remain for a few seconds.</li> <li>Carefully withdraw.</li> <li>Label properly.</li> </ol>
RSV	RSV swab (Call Micro lab to obtain). Collected by nursing staff.	Room Temperature	<ol> <li>Nasal speculum helpful.</li> <li>Pass through nose into nasopharynx.</li> <li>Allow to remain for a few seconds.</li> <li>Carefully withdraw.</li> <li>Label properly.</li> </ol>
Influenza A & B Screen	Foam tip swab (call Micro lab to obtain).	Room Temperature	<ol> <li>Nasal speculum helpful.</li> <li>Pass through nose into nasopharynx.</li> <li>Allow to remain for a few seconds.</li> <li>Carefully withdraw.</li> <li>Label properly.</li> </ol>

Collection and transportation of clinical specimens for microbiology (continued)

Ref: Specimen Management in Clinical Microbiology, J. Michael Miller @ American Society for Microbiology, 1996 10/05/96 AB:jc BACTE\COLLTRAN.SPE

### **Glucose Tolerance Test - Patient Instructions**

Patient Name	
Test schedule date	Time
Physician	

### **Patient checklist**

- Eat as you normally would for the three days before the test.
- Do not eat or drink anything except water for 8 12 hours before coming in for your test.
- Do not smoke for two hours before or during the test.
- Do not exercise for 12 hours before the test.
- Let the receptionist know if you do not feel well before or during the test.
- Remain in the Lab waiting area between each blood draw. You will need to be in the Lab at least five minutes before each blood draw.
- Other tests, such as a mammogram or X-ray, cannot be scheduled during the glucose tolerance test. Other tests must be done after the tolerance test is completed.

The glucose tolerance test will be rescheduled if the above instructions are not followed. It is important that you follow all guidelines for accurate results.

### Semen Analysis Patient collection instructions

Patient Name	Date of Birth
Wife's Name	Date of Birth
Analysis schedule date	Time
Physician	

### **Patient instructions**

- ☐ If your physician has not already made an appointment for you, make an appointment with Williamson Medical Center's Laboratory at 435-5824.
- Do not have sexual intercourse or masturbate for 2-5 days (or time stated by physician) but not more than 7 days.
- Obtain a sterile container from the physician's office or Williamson Medical Center's Lab.
- Collect semen by masturbation.
- Collect entire semen into the sterile container.
- Do not use a condom. Condoms contain a substance that kills sperm.
- Write your name on the container.
- □ Wrap container in a warm towel. Avoid extreme heat or cold; keep as close to body temperature as possible.
- Bring towel-wrapped specimen container to the Lab within 30 minutes of collection. Do not exceed **one hour.**
- On arrival to the Lab with the specimen you will need to provide some information at the front desk.

### **Semen Analysis Report**

SECTION I: PATIENT INFORMATION		
NAME:	D.O.B	
WIFE'S NAME:	D.O.B	
PHYSICIAN:		
<b>SECTION II: SPECIMEN COLLECTION</b> 1. Time specimen collected:	INFORMATION (to be filled out by patient)	
2. Method of collection:	O Masturbation O Other (explain)	
3. Type of specimen container:	O Sterile O Non-Sterile	
4. Total specimen (ejaculate) in co	ontainer: O YES O NO	
5. Period of abstinence:	Days	
6. Transport temperature:	O Normal O Hot O Cold	
	N (to be filled out by technologist performing analysis)	
2. Time analysis started:	O AM O PM	
3. Ambient temperature:	(23 - 25° C)	
4. Color:	(Pearl White)	
5. Volume	(2 - 5 ml)	
6. Viscosity:	O Normal O High (Normal)	
7. Characteristics:		
<ol> <li>8. Sperm concentration:</li> <li>A. Centrifuged prep:</li> <li>9. Round cell concentration:</li> </ol>	x10 <sup>6</sup> /ml (20 to 60 mil/ml) (present or none seen) x10 <sup>6</sup> /ml (0 - 1 %)	
10. Motility:	(50 - 100 %)	
11. Forward progression:	(2+ - 4+)	
12. Morphology: sent to associate	d pathologists	
13. Time Completed:	O AM O PM	
NOTES OR COMMENTS:	TECH:	

### **Therapeutic Phlebotomy Patient Instructions**

Patient Name		
Phlebotomy schedule date	 Time _	
Physician		

Your physician has ordered phlebotomy therapy. Phlebotomy can be ordered for a variety of disease conditions and usually is performed on a regular basis until the hemoglobin or iron has reached a satisfactory level.

- Bring your physician orders on your first visit.
- After your first appointment, please call 435-5813 to schedule your next appointment.
- Your appointment must be scheduled during the time a pathologist is present. Their hours are Monday through Friday, 8 a.m. - 2 p.m.
- Your blood will be drawn to run tests before we can proceed with your Phlebotomy.
- Plan on being at Williamson Medical Center for at least an hour.
- Please eat before you come in for your test.

### **Risks and Benefits of Phlebotomy**

Phlebotomy therapy has been ordered by your physician. The primary benefit of phlebotomy is lowering hemoglobin and the secondary is reduction of iron stones. Phlebotomy can be ordered for a variety of disease conditions and usually is performed on a regular basis until the hemoglobin or iron level has reached a satisfactory level.

You should follow these instructions after your phlebotomy:

- 1. Sit up from phlebotomy position only after you have been given permission by medical personnel.
- 2. Eat and drink something before leaving.
- 3. Do not leave until released by a Medical Center staff member.
- 4. Drink more fluids than usual during the next four hours.
- 5. Do not smoke for approximately one hour after phlebotomy.
- 6. It is advisable **not** to intake alcohol on the day of the phlebotomy.
- 7. If bleeding is noted from the phlebotomy site, raise your arm and apply firm pressure to the site.
- 8. If you feel faint or dizzy, sit down with your head between your knees. Additionally, cold compresses to the forehead or back of the neck can be helpful.
- 9. If these symptoms persist, return to blood bank or see our physician.
- 10. You may remove the bandage after four hours.
- 11. If you become nauseated or vomit, breathe slowly and deeply. Rinse your mouth and apply cold compresses to your forehead.

A variety of reactions can occur after phlebotomy; common and rare reactions are listed below:

**Common** syncopy (fainting), weakness, sweating, dizziness, pallor (loss of color)

**Uncommon** drop in blood pressure, nausea and/or vomiting, hematoma of phlebotomy site, heart palpitations

**Rare** loss of continence (involuntary passage of feces or urine), loss of consciousness, convulsions, severe breathing problems

Hopefully, you will have few or none of these complications. It is recommended that you contact your physician or the blood bank if you have any of the **uncommon** or **rare** complications.

### **Ova and Parasite Patient Collection Instructions**

Patient	
Name	
Date(s) of collection _	
Physician	

Your physician has given you orders for the collection of stool to detect intestinal parasites. Please use the following guidelines to collect your specimen. If your physician has ordered three stools for ova and parasite, the collections must be done on separate days.

### PATIENT GUIDELINES

- Your physician will provide you with a collection cup and ova and parasite kit.
- Collect the stool into the collection cup. Any clean container, such as a margarine tub may be used if you did not receive a collection cup.
- There is a fill line on each ova and parasite container. Add stool until the fluid reaches this line using the little shovel attached to the lid in each container.
- Mix the stool with the fluid in the container.
- Put your name on the ova and parasite containers the day and date you collected the stool and mark whether the stool was watery, soft, or hard.
- **Take the specimen to the Lab as soon as possible.**

### **24-hour Urine Collection - Patient Instructions**

For proper evaluation of tests on a 24-hour urine sample, it is necessary that a **complete** collection be made. This procedure should be followed carefully. Your physician may give you special instructions for diet and medication.

1. When you get up in the morning, empty your bladder (void completely) and flush normally.

Write down the time	
Write down the date	

2. Collect **all** the urine for the next 24 hours.

Void into the plastic cup and pour into the jug provided.

Do **not** void into the collections bottle!! Some bottles contain acid.

3. Make your final collection when you void the next morning at the **same hour** you began. Empty your bladder completely.

Write down the time \_\_\_\_\_\_ Write down the date \_\_\_\_\_

- 4. Keep the urine refrigerated if indicated.
- 5. Bring to the Lab as soon as possible after the 24-hour collection is complete.

### How to collect "clean catch" urine for laboratory testing.

To provide the physician with the most accurate results, a "clean catch" urine specimen should be collected.

- 1. You have been given a sterile collection container (plastic cup).
- 2. Using the Castile soap towelette found in the restroom, clean the outside genital area before collecting urine.
- 3. Allow the first portion of urine to escape into the toilet.
- 4. Catch the next portion (mid-stream) in the plastic cup.
- 5. Allow the final portion of urine to escape into the toilet.
- 6. Recap container tightly.
- 7. Notify nurse that you have collected your urine specimen so it can be delivered to the Lab immediately.

## 24-Hour Urine Preservative Jugs

Test	Laboratory	Collection Jug	
Catecholamines		Pink Tag HCL	
(Fractionated)			
Catecholamines (Total)	Vanderbilt	Pink Tag HCL	
Metanephrines	Laboratory	Pink Tag HCL	
VMA		Pink Tag HCL	

Test	Laboratory	Collection Jug
Calcium		
Chloride		
Creatinine		
Osmololity		All WMC urines -
Phosphorous	Williamson Medical Center	use plain jugs
Potassium	Laboratory	
Sodium		No preservative
Total Protein		
Uric Acid		
Urea Nitrogen		

Test	Laboratory	Collection Jug
All other urines	LabCorp	Call Lab outpatient staff for
		jug guidelines at 435-5800

#### 24-HOUR URINE COLLECTION — DIETARY AND MEDICINAL INTERFERENCES Clinical Guide for Physicians

Analyte	Medicinal	Dietary	Special Considerations
5-HIAA	Corticotrophin, ethanol, imipramine, Isoniazid, levodopa, methyldopa, MAO inhibitors, atenolol, fluorouracil, Melphalan, pindolol, rauwolfia, alkaloids, (e.g., reserpine; effect slight) Acetaminophen, mephenesin, methocarbamol,phenacentin	Foods high in serotonin; avocados, bananas, tomatoes, plums, walnuts, pineapples, eggplant. Guaiacol (glyceryl guaiacolate, a common ingredient in cough syrups)	Avoid interferences 48-hours prior to start of collection.
Hydroxyproline, Total	Growth hormone, Parahormone thyroid, Vitamin D, Antineoplastic agents, ascorbic acids, aspirin (at 100 mg/kg in children has significant effect), calcitonin, corticosteroids (alleged normal metabolic effect) diphosphonate, estradiol, estriol, glucocorticoids, mithramycin	Gelatin and collagen	Keep patient on gelatin-free and low-collagen diet. Collgens should be removed from diet at least one day prior to start of and during collection.
Oxalate	Ethylene glycol, methoxyflurane anesthesia, Oxalate poisioning, ascorbic acid, calcium.		Avoid taking large doses (> 2g orally hours) of vitamin C during specimen collection

Lab/Urin/24Hr.Collect.doc



TENNESSEE DEPARTMENT OF HEALTH BUREAU OF HEALTH LICENSURE AND REGULATION DIVISION OF HEALTH CARE FACILITIES 227 French Landing, Suite 501 Heritage Place, Metrocenter Nashville, TN 37243 www.state.tn.us/health/links.html

February 26, 2009

Williamson Medical Center Attn. Angela Britton 4321 Carothers Parkway Franklin, TN 37067

#### \*CLIA 44D0658987

To Whom It May Concern:

The records in this office indicate that the laboratory at the above address is currently certified under the Clinical Laboratory Improvement Amendmenta (CLIA) Program and has been assigned the above identification number. Under this number this facility may perform laboratory tests which are subject to CLIA and for which it is currently certified.

Information in the CLIA data system indicates that this laboratory certification expires on 02/27/2011, and is for a Certificate of Accreditation.

You may submit this letter as proof that you continue to participate in the CLIA program. Calls to this office concerning your participation in the CLIA program are welcome, at (615) 741-7031.

Sincerely,

Nancy Tepton

Nancy Tipton CLIA Certification



Advancing Excellence

## Accredited Laboratory



## The College of American Pathologists

certifies that the laboratory named below

### Williamson Medical Center Clinical Laboratory Franklin, Tennessee Wayne J. Lennington, MD

LAP Number: 1564501 AU-ID: 1181468 CLIA Number: 44D0658987

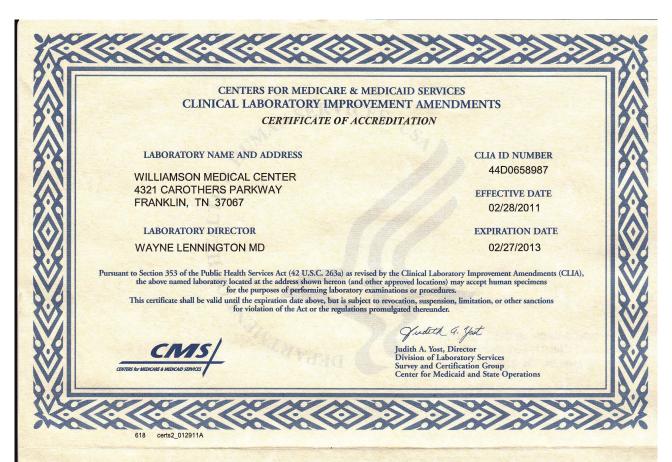
has met all applicable standards for accreditation and is hereby fully accredited by the College of American Pathologists' Laboratory Accreditation Program. Reinspection should occur prior to June 24, 2013 to maintain accreditation.

Accreditation does not automatically survive a change in director, ownership, or location and assumes that all interim requirements are met.

Fronk & Rudy

took & Bau MO FCAP President, College of American Pathologists

Chair, Commission on Laboratory Accreditation



If you currently hold a Certificate of Compliance or Certificate of Accreditation, below is a list of the laboratory specialties/subspecialties you are certified to perform and their effective date:

#### LAB CERTIFICATION (CODE)

BACTERIOLOGY (110) MYCOLOGY (120) PARASITOLOGY (130) VIROLOGY (140) SYPHILIS SEROLOGY (210) GENERAL IMMUNOLOGY (220) ROUTINE CHEMISTRY (310) URINALYSIS (320) ENDOCRINOLOGY (330) TOXICOLOGY (340) HEMATOLOGY (400) ABO & RH GROUP (510) ANTIBODY TRANSFUSION (520)

#### EFFECTIVE DATE

07/26/1995 10/15/1997 03/08/2001 02/24/2005 07/26/1995 07/26/1995 07/26/1995 07/26/1995 07/26/1995 07/26/1995 07/26/1995

#### LAB CERTIFICATION (CODE)

ANTIBODY NON-TRANSFUSION (530) ANTIBODY IDENTIFICATION (540) COMPATIBILITY TESTING (550) HISTOPATHOLOGY (610) ORAL PATHOLOGY (620) CYTOLOGY (630)

#### EFFECTIVE DATE

03/08/2001 07/26/1995 07/26/1995 08/28/1999 02/24/2005 08/28/1999

FOR MORE INFORMATION ABOUT CLIA, VISIT OUR WEBSITE AT WWW.CMS.HHS.GOV/CLIA OR CONTACT YOUR LOCAL STATE AGENCY. PLEASE SEE THE REVERSE FOR YOUR STATE AGENCY'S ADDRESS AND PHONE NUMBER. PLEASE CONTACT YOUR STATE AGENCY FOR ANY CHANGES TO YOUR CURRENT CERTIFICATE.

### State of Tennessee



License No. \_\_\_\_0000002254\_\_\_

### DEPARTMENT OF HEALTH

This Is To Certify, that a license is hereby granted by the Tennessee Department of Health to: WILLIAMSON MEDICAL CENTER Medical Laboratory Director \_\_\_\_ WAYNE J LENNINGTON, M.D. Oroner COUNTY To conduct and maintain a Medical Laboratory in the Specialty (ies) of: BACTERIOLOGY MYCOLOGY (LIMITED) HISTOPATHOLOGY-LIMITED TO FROZEN SECTIONS VIROLOGY (LIMITED) DIAGNOSTIC IMMUNOLOGY CLINICAL CHEMISTRY URINALYSIS ENDOCRINOLOGY TOXICOLOGY HEMATOLOGY IMMUNOHEMATOLOGY PH/BLOOD GASES KOH WET PREP On the premises located at \_ 4321 CAROTHERS PKWY, FRANKLIN, TN 37067-5909 WILLIAMSON County of\_ This license shall expire APRIL 30 2013 This license shall be displayed in a conspicuous place where it may be viewed by the public. The holder of this license is subject to the provisions of T.C.A. Section 68-29-111 and regulations thereto. This license shall not be assignable or transferable and shall be subject to revocation at any time by the State Department of Health for failure to comply with the laws of the State of Tennessee or the rules and regulations of the State Department of Health issued thereunder. In Witness Whereof, we have hereunto set our hand and seal of the State 4TH day of APRIL this 2012 By anie Stehnston MS MT (ANT) SH (ASCP) CM CHAIRMAN, WEDICAL LABORATORY BOARD DIRECTOR, HEALTH RELATED BOARDS )