

Submitting Lab Sample Orders – Physician Office

Before submitting any samples to HealthCare Clinical Laboratory, confirm the patient's insurance is on the current accepted list. This can be found on www.HCCL.com

1. Specimens must be accompanied with a laboratory requisition form.
 - a. Use a customized lab requisition with client information at top of the form if applicable. A blank requisition form can be downloaded from the HCCL website.
 - b. The following information is required to be completed on every requisition form.
 - i. Ordering physician's complete contact information
 - ii. Patient's name, date of birth, sex and physical address
 - iii. Billing information – check box for the type of billing (copy of insurance card front and back if applicable)
 - iv. Specimen collection date and time
 - v. Diagnosis Code(s) – ICD 10
 - vi. Specimen source – indicate right or left if applicable
 - vii. Test(s) requested – Not all tests are listed on the requisition. Use test menu on HCCL website for additional tests.
 - viii. Ordering physician's signature
2. Specimen must be labeled appropriately.
 - a. Every specimen container must have an affixed label.
 - b. Label should be legible – use smudge-proof pens to avoid smearing on label.
 - c. Label must have AT LEAST two unique patient identifiers.
 - i. Patient's first and last name (correctly spelled) and one of the following:
 1. Patient's date of birth
 2. Medical record number or account number
 3. Social security number
 4. Specimen identification number
3. Check specimen type and volume required for the requested test. This can be confirmed on the HCCL website on the Test Menu.
4. The specimen must be placed in a watertight primary receptacle (aliquot or primary tube) and securely capped.
 - a. If a specimen is submitted in a glass container, it must be sufficiently protected to avoid breakage.

- i. Preferred aliquot or primary tubes are 12mm x 75mm, 13mm x 75mm, or 13mm x 100mm.
 - ii. When aliquoting for a test requiring frozen specimen, it is critical to leave an air space at the top of the tube to allow for expansion and to prevent leakage.
5. Place the primary receptacle inside a watertight specimen transport bag with a biohazard label designation on it. Place an absorbent sheet inside the biohazard bag with the specimen. The absorbent sheet must be large enough to absorb the contents of the specimen if leakage were to occur.
 - a. If submitting more than one specimen per patient, and specimens require different storage and transportation temperatures, use separate bags and requisition for each temperature type.
 - b. Syringes with needles attached are unacceptable.
6. Store specimen at the correct temperature until delivered to the laboratory.
7. Collection tubes or transport media must not be expired.
8. Drop off specimen(s) to the Clinical Laboratory at St. Joseph's Medical Center at 1800 N California Street, Stockton 95204.