

---

---

## Overview of Catalog Contents- Southwestern Vermont Medical Center

### **INTENDED USE**

This manual was designed to thoroughly inform the user about every aspect of each laboratory test that is performed at the Southwestern Vermont Medical Center's Laboratory. The specimen collection and handling process completed by you or your staff is necessary to maintaining the integrity of the sample. This manual is divided into the following sections:

#### **GENERAL INFORMATION**

- List of contacts for inquiries and supplies
- Disclaimers, licensure and accreditation
- CAP, CLIA, and NYS certificates
- Lab Policies; Verbal & Standing Orders, Communications and Specimen Acceptance/Rejection

#### **SERVICES**

- Outlines additional services offered beyond the actual laboratory testing; outpatient phlebotomy hours, specimen pick services, specimen collection training, billing, medical necessity information, results reporting, repeat testing and call results
- Reflex Testing (SVMC, FAHC and MAYO)
- Stat Test List
- SVMC Laboratory Action Values (Critical and Urgent)

#### **REQUISITIONS**

- Outpatient Laboratory Requisition (with instructions for completing) and Outpatient Laboratory Standing Order Requisition
- Outpatient Cytology & Pathology Requisition
- Inpatient Surgical Pathology Form
- Blood Bank Therapeutic Phlebotomy Requisition

#### **COLLECTION PROTOCOLS**

- Instructions for specimen labeling, centrifugation and storage, specimen submission and packaging.
- BD Diagrams and Charts; Tube Guide, Sample Collection and Devices
- Standard collection protocols for Venipuncture, Urine and 24-hour Urine collections, Blood Culture collection, patient collection instructions for stool and stool occult blood and standard protocols for Glucose Tolerance Testing.

#### **PROFILES**

- List of all AMA approved panels offered.
- Quick-view comparison sheet listing all tests included in each panel.

#### **PROCEDURE CATALOG**

- This section provides an alphabetical listing of all tests/procedures performed at the SVMC Laboratory. Refer to this section for information surrounding; specimen

collection and submission, lab result turn-around times, expected values, test methodology and performing department.

- For any tests not found in this section call our Client Services Department at 447-5340 to assist you with specimen submission requirements.

#### **BLOOD BANK, CYTOLOGY and PATHOLOGY**

- Each contains department specific collection protocols, policies and information.

#### **REPORTS**

- Sample copies of the outpatient report formats.

#### **SUPPLIES**

- Copy of the Laboratory Supply Requisition