



Date: January 28, 2010
To: Clients of Hagerstown Medical Laboratory, Inc.
From: John G. Newby, M.D., Director of Laboratories
Subject: Identification Requirements for Specimens Submitted

A handwritten signature in blue ink, appearing to read "John G. Newby".

Hagerstown Medical Laboratory, Inc. (HML) is regulated by Clinical Laboratory Improvement Amendments (CLIA) and the agency responsible for our compliance, the Laboratory Accreditation Program of the College of American Pathologists. Federal and state statutes and regulations require that certain elements identifying a patient specimen are provided prior to our performing any analysis.

With respect to **surgical and cytopathology specimens**, these required elements are:

Specimen Container

1. Full patient name- *must match requisition exactly*
2. Another identifier, ex. Date of Birth
3. Source and site of specimen- *must match requisition exactly*

Specimen Requisition

1. Full patient name- *must match container exactly*
2. Patient sex
3. Patient date of birth
4. Name of physician or legally authorized person ordering the test
5. Tests requested
6. Time and date of specimen collection when appropriate
7. Source and site of specimen- *must match container exactly*
8. Clinical information, when appropriate
9. Name (or initials) of person completing the form
10. Full Name of Referring Provider and any "Copy to" Providers*

Specimen source is particularly important for surgical pathology and cytopathology specimens. Surgical pathology specimens must be labeled and requisitions prepared in the room where the surgical procedure is performed. Submitted slides should have two identifiers: Name (minimum Last name, 1st initial) and Date of Birth. For now, slides will not be rejected if labeled solely with name as long as a properly completed requisition form accompanies the slides.

Other types of specimens submitted to our laboratory must be labeled with the patient's full name, date of birth or Social Security number, the date and time of collection, and the collector's initials. Again, the specimen must be labeled exactly as the accompanying request form with respect to name. Specimen source and time of collection is particularly important for microbiology specimens. **Specimens not properly labeled may be returned which will result in a delay in processing, testing and diagnosis.**

Ensuring the accuracy and reliability of your patients' results is the goal of both HML and your practice. In order to achieve our goal, HML must not accept inadequately identified specimens. Therefore, if any of these required elements are not present, effective March 1, 2010, Hagerstown Medical Laboratory will not accept the specimen. This will allow time for your providers and staff to become familiar with the required labeling and requisition elements, and, for HML to address any questions you may have.

We appreciate our association with your practice and request your cooperation in this matter. Questions and other comments you may have should be directed to HML's Processing Department at 301-665-4927.

*HML will send results to Referring &/or "Copy to" providers only when the form submitted has the physician's full name (first & last); in some cases the practice name or address may be needed to fully identify the correct provider.