

General Information

Welcome to the St. Elizabeth Healthcare Laboratory website. This website has been designed to assist providers in ordering, locating and understanding tests and services offered by the St. Elizabeth Healthcare laboratory.

Please contact the laboratory with any testing questions or service needs at :
(859) 301-2170.

Requisition Forms

St. Elizabeth Healthcare provides requisition forms for physician offices and clients that are Non-EPIC users. Please fill out the form completely:

- The following patient information is required: full name, date of birth and payer information. A copy of the insurance card is preferred.
- Including the appropriate numeric ICD-10 codes next to each test ordered
- Separate forms provided when requesting biopsies
- Be sure the requisitions are legible
- Tests requested are clearly marked
- The Advanced Beneficiary Notice (ABN) form is provided for use when it is likely Medicare will deny payment for a particular lab test:
 - Complete prior to the service being performed
 - Completed by the doctor's office staff if specimens are sent to the St. Elizabeth Healthcare Laboratory

Please call **(859) 301-2170** to request requisition forms.

Courier Pick-Up

St. Elizabeth Healthcare Laboratory provides scheduled routine pickups daily for the St. Elizabeth Physician offices, Laboratory Clients, and other Physician Offices that have been set up through our Laboratory Services Logistics Coordinator. If a non-routine pickup is required or to inquire if your office is eligible for St. Elizabeth Healthcare Laboratory Courier Services please call **(859) 301-2170.**

General Information

Supplies

As part of our Client Services the St. Elizabeth Healthcare Laboratory provides supplies to our clients. To request supplies please fill out the Laboratory Client Supply Order Form. The completed form can then be faxed to **859-301-5560** or left in the lock box. Please do not phone supply requests into the office. The supply request will be filled and delivered as soon as possible.

Specimen Collection & Identification

Detailed collection information is provided by using the search box on the top right hand corner of the Test Menu Home Page (www.testmenu.com/stelizabeth).

The Laboratory cannot accept unlabeled, mislabeled, or incompletely labeled specimens.

Each specimen received in the Laboratory must be labeled to include:

- Patient's first and last name
- Medical Record Number (MRN) if available
- Date of Birth (DOB) or last four digits of the Social Security Number (SSN) when MRN is not available
- Patient location with room number or Outpatient (OP) status
- Date and if appropriate, time of collection
- Initials of collector
- In the case of a specimen for culture, the label should also include the source of the specimen.

Any non-blood sample should be labeled with the source (body fluid for cell counts, urine, etc.)

After collection and labeling:

- Place the specimen inside a biohazard ziplock bag
- Place the requisition form inside the pocket.
- Use a separate bag for each patient's samples.
- Biopsies must be placed in individual biohazard ziplock bags due to possible leakage of formalin.

General Information

- Specimens on ice: the ice must be sealed in the biohazard ziplock bag section and the specimen placed in the bag pocket to prevent water damage to labelling.

Specimen Rejection

Failure to follow collection criteria may cause specimen(s) rejected for testing.

Specimen Labeling

BLOOD TUBES

Place a large barcode label on the side of the tube. Position the accession number toward the top of the tube. Small barcode labels can be used for additional specimen tubes.



Blood Collection Tubes
(any color)

BLOOD CULTURES

Place a large barcode label on each bottle vertically, near but not covering the manufacturer's barcode.

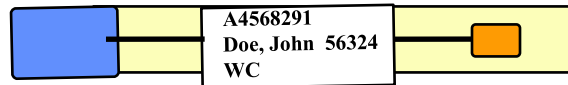


Blood Culture Bottles

General Information

SWABS

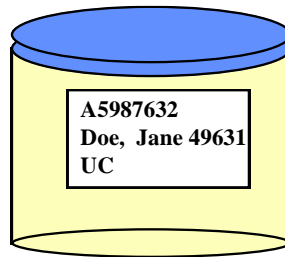
Place a large barcoded label on the long end of the swab. Do not cover the specimen information.



Culture Swabs

SPECIMEN CUPS

Place a small or medium label on the side of the cup. Do not cover patient or specimen information. Do not label top of cup.

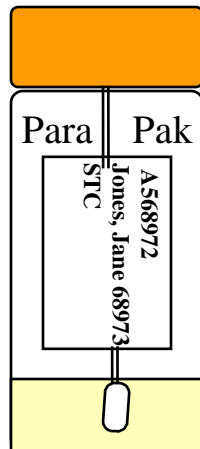


Specimen Cup

General Information

PARA PAKS

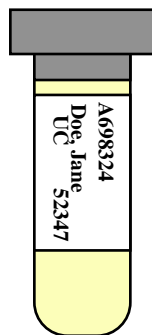
Place a small or medium label on the side of the container. Do not cover patient or specimen information. Leave a “window” for Microbiology to see the liquid level.



Para Pak Vials

TUBES (viral culture, Gen probe, Vacutainer, etc.)

Place a large barcode label on the side of the tube. Position the accession number toward the top of the tube. Small barcode labels can be used for additional specimen tubes.



Urine Culture Tube

General Information

Staff and Services

St. Elizabeth Healthcare Laboratory offers comprehensive testing in

- Anatomical Pathology
- Histology
- Blood Bank
- Chemistry
- Cytology
- Hematology
- Microbiology
- Toxicology
- Immunology
- Urinalysis
- Coagulation.
- Specimens may also be processed and transported to our primary reference laboratory, ARUP.

The St. Elizabeth Healthcare Laboratories comply with College of American Pathologist's (CAP), the Joint Commission (TJC), and Clinical Laboratory Improvement Amendments (CLIA) terms of compliance or accreditation.

The Staff includes Pathologists that provide medical and technical consultation along with many professional support personnel. For more information on our Pathologists see Meet Our Pathologists found under Pathology on the yellow side bar on the right hand side of the home page.

Reporting of Results

Physician Offices: For physician offices that do not have access to EPIC Laboratory reports can be distributed in several ways. You can choose to have your reports delivered via fax, U.S. Postal Service or Healthbridge. The exception being HIV Results which cannot be faxed, the Call Center mails all HIV results.

Patients: Patients wishing to receive their results can request access to My Chart, if that is not an option; contact the Physician's office or St. Elizabeth Healthcare medical records (Health Information Management). The Laboratory Staff cannot give verbal results.

Contact Information

To contact the lab please call 859-301-2170 and our call center staff will assist you or direct your call to the appropriate personnel.