

Patient Information: **Patient ID:** Required **Submitter Return Address: REQUIRED**
Name: Patient whole name **Submitter ID:** required for all counties(4 digit County Site Code)
Address: Patient address **Street address: number or box**
DOB: date of birth **City:**
Sex: male or female **State: Oklahoma**
Race: black, Hispanic, white etc **Zip Code: all five numbers**
County: submitting county

ITEMS IN BOLD MUST BE COMPLETED ON THE FORM OR THE SPECIMEN WILL BE CONSIDERED UNSATSIFACTORY.

In accordance with CLIA FINAL RULES dated 4-23-03

Program: Please check appropriate box for each specimen drawn

Clinical Information: **Date of collection is mandatory**
Date of onset is mandatory for specific tests
Antibiotics: mandatory for specific test

Serology Testing: **Instructions for the collection of specimens for syphilis testing:**

1. Use sterile collection supplies.
 - a. Draw 5-7 mls. of blood using a red stopper tube.
 - b. Allow to clot at room temperature. Serum or whole blood is acceptable for testing.
2. The *Treponemal pallidum* particle agglutination test (TP-PA) will be used for the confirmation of a reactive, non-treponemal test (RPR).
3. The FTA-ABS test will only be used under special circumstances and with prior arrangements.

Immunology Testing: **Instructions for the collection of specimens for HIV and Hepatitis testing:**

1. HIV and Hepatitis Testing: Same as for Serology testing (see #1 listed above.).
2. Arboviral Panel: Must have prior approval from Acute Disease before specimens will be accepted.
3. Tick Panel: Same as for Serology testing (see #1 above) Acute and convalescent specimens recommended.

Microbiology Testing: **Instructions for the examination of pathogenic enteric bacteria:**

1. Use only containers furnished by the Laboratory for collecting specimens.
2. Do not pour preservative solution out of the bottle.
3. Feces Specimens: Place an amount of feces no larger than a small bean in container. **This is important:** Too much material is unsatisfactory.
4. Give all information requested on data sheet. Please fill out carefully. **PLEASE SHOW DATE OF COLLECTION.**
5. Specimens must reach the Laboratory within 96 hours after collection for satisfactory examination.
6. Specimens improperly collected and over 96 hours old when received at the Laboratory will be marked unsatisfactory and no examination will be made.

Parasitology: **Instructions for the examination of parasitology specimens:**

1. Please read the enclosed instructions to the patient to ensure that the patient understands the importance of proper specimen collection. The amount of specimen added to each bottle and the thoroughness with which it is mixed with the preservative will directly affect the reliability of the laboratory report.
2. Parasite kits contain fixatives, which kill bacteria. These kits **CANNOT** be used when stool culture for bacterial pathogens is indicated.
3. Examine the kit to ensure that all components are present. If the liquid has leaked from the bottles or if the bottle marked POISON appears "powdery", ask for another kit. **DO NOT** pour the liquids out of the bottles.
4. Warning: The liquids in the bottles are **POISON. KEEP OUT OF REACH OF CHILDREN.** PVA solution is stable for 3-4 months. Store @ room temperature.

Mycobacteriology: **Instructions for the collection of specimens for mycobacteria testing:**

1. Use only containers furnished by the laboratory for specimens except for referred cultures. Tighten the cap securely.
2. Sputum should be collected in a sterile container and refrigerated prior to sending to the laboratory. Sputum containing less than 2 ml is considered "quantity not sufficient".
3. Nebulized sputum should be labeled as Nebulized so that the specimen will not be mistaken for saliva.
4. Tissues, Bronchial Washings, and Mucopurient Drainage are acceptable specimens. Do **NOT** add saline, preservatives, fixatives, or other fluid. Collect at least 1 gram if possible.
5. Sterile body fluids are suitable for testing and can be kept at room temperature.
6. Urine should be submitted from a series of 3, mid-stream, clean-catch specimens, voided early in the morning on three successive days.
7. Swabs are not recommended for the detection of *mycobacteria*.
8. Stool is not acceptable for the detection of *mycobacteria*.
9. Referred cultures should be submitted on enriched medium agar slants in a screw cap tube. Referred cultures should be pure cultures and primary plates streaked from a clinical specimen will not be accepted.

Virology: **Instructions for the collection of Gonorrhea and Chlamydia specimens:**

1. Specimen Transport: Place inoculated tubes in the plastic zip lock bags provided.
2. Please note that the collection kits are specific for males (blue) or females (pink) and **CANNOT** be interchanged.
Interpretation of report:
 - a. A positive result using the Gen-Probe[®] system constitutes a positive test for *Neisseria gonorrhoeae* and *Chlamydia trachomatis* with a high degree of reliability.
 - b. Medical decisions for treatment can be based on this finding.
 - c. A negative result does not necessarily exclude gonorrhea or Chlamydia. Improper collection and handling of specimens are primary reasons for false negatives.

Packaging Instructions for shipment to the Public Health Laboratory

1. Blood samples
 - a. After collection properly label blood tube.
 - b. Wrap blood tube with absorbent material, use either one strip of tape or a rubber band to secure material around each blood tube.
 - c. Place blood tube in specimen bag. (More than one blood tube per bag is acceptable.)
 - d. Close bag at zip-lock.
 - e. Please place HIV samples and Syphilis samples in separate bags.
 - f. Place Requisition in outside pouch.
2. GC/Chlamydia Gen Probes
 - a. Secure lid on collection tube
 - b. After collection properly label tube.
 - c. Place tube in specimen bag. (More than one tuber per bag is acceptable.
 - d. Close bag at zip-lock.
 - e. Place Gen Probe tubes in separate bag than blood tubes.
 - f. Place Requisition in outside pouch.
 - g. Specimens must reach the laboratory within 7 days after collection.
3. Sputum TB samples, O&P samples and Enteric samples
 - a. After collection properly label samples
 - b. Place samples in bags provide with kit.
 - c. Place requisition in outside pouch.
 - d. Place sample back in can and secure lid of can.
4. Virus Isolation
 - a. Specimens must be kept cool until received by the laboratory for testing

Place all the samples for pick up in a box or plastic bag and seal. The courier should provide you with air air bills to attach to each box or plastic bag. Place these air bills on the package and make sure to put SHIP TO PUBLIC HEALTH LABORATORY 1000 NE 10th STREET OKC, OK and YOUR RETURN ADDRESS

For Assistance with specimen collection or laboratory services please call the PUBLIC HEALTH LABORATORY at (405) 271-5070.

Federal CLIA regulations and/or test parameters require that the laboratory requisition include the following information for testing to be performed:

Patient's Name or Identifier (must Match the label on the specimen)

Test to be Performed

Date of specimen collection(Some laboratories will not accept specimens greater than 7 days from the date of collection.)

Source of Specimen (Critical to determine how specimen is to be processed.)

Return Address (Critical for sending reports to the submitter.)

Sex

Date of Birth