



TECHNICAL BULLETIN

Alabama Department of Public Health
Bureau of Clinical Laboratories,
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ATTENTION HEALTH CARE PROVIDERS

New Health and Human Services Laboratory Requisition Requirements

Effective August 1, 2020, the Department of Health and Human Services (HHS) began requiring new reporting data elements that are critical for the COVID-19 public health response. Any person or entity ordering a diagnostic or serologic test, collecting a specimen, or performing a test should make every reasonable effort to collect complete demographic information. Note that these HHS requirements apply to *all providers*, including hospitals, laboratories, and physician offices. Any missing required information may result in longer turnaround times for test results and possibly resulting in the test not being performed and the specimen discarded. The questions below must be answered on the test requisition when received by the laboratory.

- What is the patient's phone number & address? (for follow-up with positive results)
- Is this the first test?
- Is the patient employed in healthcare?
- Is the patient symptomatic as defined by CDC?
- Is the patient hospitalized?
- Is the patient in the ICU?
- Is the patient a resident in a congregate care setting?
- Is the patient pregnant?

Previously required information will continue to be mandatory on all test requisitions including:

- Name of the patient
- Date of specimen collection
- Date of birth of the patient
- Specimen source (e.g. Nasal, Nasopharyngeal, Oropharyngeal, etc.)
- Healthcare provider information (Please ensure a phone number is included for the facility.)

ADPH would like to remind all providers of the following to ensure timely testing and safety of ADPH testing staff.

- Ordering a test through the Web Portal and printing the created requisition will minimize errors and speed up test data entry. Email limssupport@adph.state.al.us for web portal assistance.
- The requisition sheet should **NOT** be placed into the same sealed plastic bag as the specimen. This creates a safety hazard for ADPH staff when opening samples that leaked in transit.
- Ensure specimens' tube lids are secured tightly to reduce incident of leaking.
- An absorbent sheet should be placed inside the sealed plastic bag with the specimen.
- Two patient identifiers **must** be recorded on the specimen tube.
- Ensure the information on the specimen tube exactly matches the information on the test requisition. Sample will be discarded if they do not match.
- Each patient's sample must be placed inside its own sealed bag. Multiple samples in one bag can cause cross contamination of patient samples if leaking occurs during transit; however more than one sealed specimen can be transported in the same cooler.

Please contact Jamie Hodges at 334-290-3116 if you have questions regarding this bulletin.

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