



NASSAU COUNTY DEPARTMENT OF HEALTH

Division of Public Health Laboratories

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CLINICAL LABORATORY SPECIMEN SUBMISSION REQUIREMENTS

(PLEASE CALL 516-572-1202 FOR MORE INFORMATION)

Requisition forms:

- 1) The NC PHL Clinical Requisition Form (NCPHL408-2) can be found at the following URL <http://www.nassaucountyny.gov/agencies/Health/labs.html>.
- 2) The requisition form should be copied to your local hard drive, completed electronically, printed, and sent with the specimen. To make entries in the Comment field print out the form and write the information in ink.
- 3) Once the form is saved to your local hard drive, you can complete the submitter fields in advance and re-save, eliminating the need to repeatedly complete submitter information.
- 4) To complete the form, place the cursor within the shaded box (it will change color) and begin to type. To move from one box to the next use the TAB key or the DOWN ARROW key. DO NOT USE THE "ENTER" KEY. To erase, BACKSPACE with the cursor in the box.
- 5) If you are unable to use the electronic form, you may print out the **NC PHL Manual Entry Clinical Requisition Form (NCPHL408-3A)** and complete it in ink.
- 6) Each specimen must be accompanied by a printed requisition form containing all patient and submitter information including full patient name and unique patient identification number, address, date of birth, sex, race and physician name, address and phone number. The specimen type and, if applicable, source as well as the date and time of collection must be completed.
- 7) The specimen container must be labeled with the patient's name, ID number, and date of collection as it appears on the requisition form.
- 8) Do not wrap the requisition form around the specimen container or allow the form to come in contact with the specimen.
- 9) A separate requisition form must accompany each specimen except as follows;

Immunology:

- 1) All hepatitis tests can be ordered on a single, separate requisition form and can be performed with one 10cc speckled red top tube of blood (serum separator tube).
- 2) All viral serology tests (rubella, measles, mumps, varicella) can be ordered on a single, separate requisition form and can be performed with one 10cc speckled red top tube of blood.
- 3) HIV tests can be ordered on a single, separate requisition form and can be performed with one 7cc or 10cc speckled red top tube of blood.
- 4) **Quantiferon TB-Gold:** The questions (reason for test, PPD status, and therapeutic status) must be answered. See the "QUANTIFERON SPECIMEN SUBMISSION REQUIREMENTS" document on this website for collection and transport of specimens for the Quantiferon test.
- 5) **For OraSure specimens** submitted in conjunction with the NYS DOH Bureau of Direct Program Operations, see the "ORASURE ORAL FLUID SPECIMEN SUBMISSION REQUIREMENTS" document on this web site

STD Testing:

- 1) Chlamydia/GC tests (urine) must be ordered on a single, separate requisition form and can be performed on urine or swab.
- 2) Syphilis tests (blood) must be ordered on a single, separate requisition form and can be performed on a 10cc or 7cc speckled red top tube or 5cc of CSF.

Bacteriology, Mycobacteriology, Parasitology:

- 1) Each different specimen requires a separate requisition form