Policies and Procedures
The following general policies and procedures are those Martha Jefferson Hospital Laboratory management has found to provide the greatest benefit for all clients and patients. Although the list is not comprehensive, it does cover the most common interactions. Should you have questions or require more specific information, please contact us at (434)654-7170.

Patient Confidentiality
Martha Jefferson Hospital Laboratory believes it is important that every effort be made to ensure patient confidentiality. We have a number of policies in place to protect patient confidentiality and the use of patient health information. Our laboratory staff is careful to release test results only to the ordering physician or appropriate client staff.

STAT Testing
Martha Jefferson Hospital Laboratory offers STAT testing 24 hours a day, seven days a week. Turnaround time for STAT testing varies with each test, however most results are returned within 1 hour of receipt of the specimen in the laboratory. A list of STAT tests is included below.

STAT Testing is available 24 hours per day, 7 days per week. Tests which qualify for STAT orders and Turnaround Time (TAT) guidelines follow.

Inpatients: - Monday through Sunday
1. Days (0730 to 1700) - All routine and STAT testing available.
2. Evenings (1700 to 2300) - The tests listed below are available. Please limit requests to tests absolutely necessary for patient care.
3. Nights (2300 to 0730) - The tests listed below are available on a STAT or Emergency basis only.

Outpatients:
1. Weekdays (0700 to 1730) - All outpatients should be given the appropriate laboratory requisitions and instructed to report to one of the Martha Jefferson Hospital Laboratory Collection Site Locations. All specimens for laboratory testing will be collected at these locations. Glucose tolerance testing must be scheduled in advance. Contact information for each site can be found in the Guide to Laboratory Services General Information Section.
2. Evenings (after 1730) and weekends - If outpatient lab work is necessary on a weekend or after hours, the physician should call the laboratory and alert laboratory personnel. Weekend and after hours outpatient lab work should be limited to tests absolutely necessary for patient care. Any patients requiring outpatient laboratory services should report to the hospital concierge desk located at 500 Martha Jefferson Drive at Peter Jefferson Place (3rd floor main entrance). From there the patient will be directed by a member of the hospital staff to Patient Access and Laboratory services.
3. Specimen Drops - Specimens collected at home or somewhere other than the lab may be dropped off along with a laboratory requisition at the Outpatient Care Center Collections Area weekdays from 0700 to 1730. Any patients dropping off
specimens after hours or on weekends should report to the hospital concierge desk located at 500 Martha Jefferson Drive at Peter Jefferson Place (3rd floor main entrance). From there the patient will be directed by a member of the hospital staff to the Laboratory services drop off location. The top part of the requisition should be filled out completely with patient and billing information. The specimen must also be correctly labeled with patient name, date of birth, date and time of collection.

Anatomic Pathology:
Hours of operation are 0730 to 1700, Monday thru Friday. A Pathologist is available, on call for the STAT procedures listed below.

STAT Tests and Turnaround Time (TAT) Guidelines:

STAT requests for laboratory tests shall be interpreted as meaning that the result is necessary for an immediate critical diagnostic or therapeutic decision.

These TATs are only guidelines; the actual time may be shorter or longer depending on the volume of STAT work in the lab at any one time.

Clinical Pathology

First Priority - Stroke Panel - Forty five minutes or less TAT from order to result

- Troponin
- CBC without differential
- Chem 7, Basic Metabolic Panel or any part of a Chem 7 (BUN, Chloride, CO2, Creatinine, Glucose, Potassium, Sodium, Calcium)
- CMET, Comprehensive Metabolic Panel (BUN, Chloride, CO2, Creatinine, Glucose, Potassium, Sodium, Total Protein, Albumin, Globulin, Calcium, Total Bilirubin AST, ALP, ALT)
- PT, PTT

The following TAT guidelines are based upon receipt of specimens in the laboratory to verification of results.

Second Priority - One Hour or less TAT:

- Amylase
- Cardiac Isoenzymes (Mass CK, Total CK)
- CSF (Glucose, Protein, Gram Stain, India Ink, Cell Count)
  Emergency release of uncrossmatched blood
- Microbilirubin
- Fibrinogen
- Serum Acetone
- Urinalysis
• STAT Crossmatch or Type & Hold and Transfusion Reaction Work-up
• Urine Pregnancy Test
• Troponin
• CBC without differential
• Chem 7, Basic Metabolic Panel or any part of a Chem 7 (BUN, Chloride, CO2, Creatinine, Glucose, Potassium, Sodium, Calcium)
• CMET, Comprehensive Metabolic Panel (BUN, Chloride, CO2, Creatinine, Glucose, Potassium, Sodium, Total Protein, Albumin, Globulin, Calcium, Total Bilirubin AST, ALP, ALT)
• PT, PTT
• Acetaminophen
• DAT
• D-Dimer
• Digoxin
• Ethanol
• Gram Stain (sputum)
• Influenza A + B
• Liver Function Tests (Direct Bilirubin, Total Bilirubin, AST, LD, ALT, ALP, Total Protein, Albumin)
• Magnesium
• Rapid Strep Antigen
• Rh Immune globulin
• Salicylate
• Stool for Occult Blood
• T4
• Therapeutic drugs
• Manual WBC Differential Count on peripheral blood
• Serum Pregnancy (hCG quantitative)
• Toxicology screens for drugs of abuse

Due to the complexity and time consuming nature of the following tests, they will be performed as soon as possible:

• Blood Component Therapy (preparation or provision of product; i.e., FFP, platelets)
• Cell Counts on fluids other than CSF
• Erythrocyte Sedimentation Rate (ESR)
• Gram stain, other than CSF and sputum
• Leukotest
• Toxicology studies for confirmation/other drugs that are referred to UVA (prior approval must be arranged by ordering physician)
• Vaginitis Screen

**Anatomic Pathology**

Two hours or less TAT:
• Clinical and Anatomic Pathology Consultations
• Intraoperative Consultation (includes Frozen Sections)
• Fine Needle Aspiration

Notes:

1. Requests for other procedures not listed above must be accompanied by an explanation from the requesting physician and approved by a Supervisory Technologist or Pathologist. In all instances where these requests are reasonable, every effort will be made to accommodate the requesting physician. Please call or notify the laboratory of your request and reasons.

2. Chronic abuse of the STAT category or its chronic use for tests not listed above will be referred to the Medical Executive Committee for disciplinary action.

Reports
Reports are delivered or telecommunicated upon completion and verification. Various report formats and telecommunication schedules are available. Computer modem access for the physician and physician's office is also available. Please contact the laboratory regarding specific request.

Customer Supplies
Martha Jefferson Hospital Laboratory provides specimen collection supplies for specimens submitted to our laboratory. Requested supplies will be delivered by the couriers within 48 hours of request receipt.

To order collection supplies complete the supply order form and send with your laboratory courier.

Add-on Test Requests
Martha Jefferson Hospital (MJH) Laboratory cannot accept verbal requests for add-on laboratory tests to previously collected samples due to changes in the Clinical Laboratories Improvement Act of 1967 (CLIA). The "Laboratory Add-on Test Request" form must be completed for each patient needing add-on tests. This procedure meets the CLIA requirements and assures communication of the additional request.

Additional Testing
Additional tests may be performed depending upon the available specimen quantity and specimen stability requirements of the requested procedure.

Specimen Retention
Chemistry serum specimens - 7 days.
Hematology whole blood EDTA specimens - 3 days.
Coagulation whole blood Na Citrate specimens - 24 hours.
Urine specimens from Urinalysis - 24 hours.
Microbiology specimens - 7 days.

Repeat Determinations
Repeats are performed at no charge, whenever reported results do not, in the opinion of the
physician; fit the clinical picture of the patient.

**Blood Bank and/or Special Collection Procedures**
Please refer patients for Crossmatch procedures or special collection requirements to one of the Martha Jefferson Hospital Outpatient Care Centers or Martha Jefferson Hospital Main Laboratory.