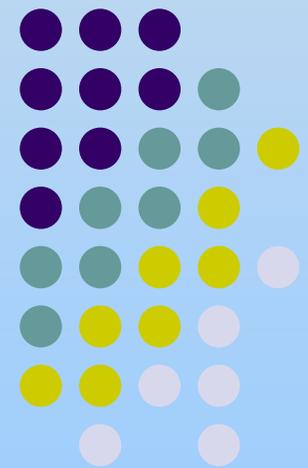
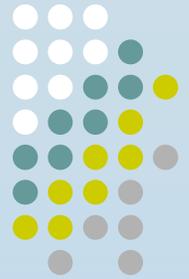


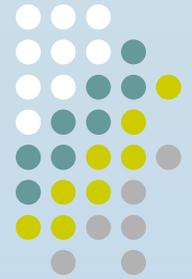
Oregon State Public Health Laboratory Courier Service



Courier Service

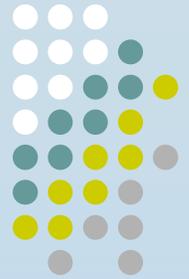


- OSPHL is now providing a specimen courier service to your location.
- The specimens will arrive at OSPHL the same day of pick-up or the following morning depending on your location.
- We will provide all the necessary supplies for collection and transport of OSPHL specimens.



What's changed?

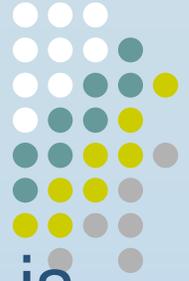
- No more cardboard cans.
- One patient's specimens & requisition in one biohazard specimen bag.
- Requisition forms with barcode labels
- No more mailing costs.
- Emergency pick ups will be available in certain situations.



What hasn't changed?

- Collect your specimens and label them as usual.
- Complete the patient information, specimen collection site and test ordering information on the requisition form.
- The new Virology & Micro forms have the required information areas shaded.

Client responsibility:

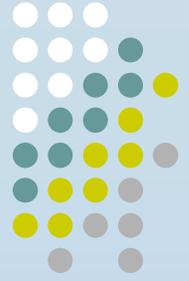
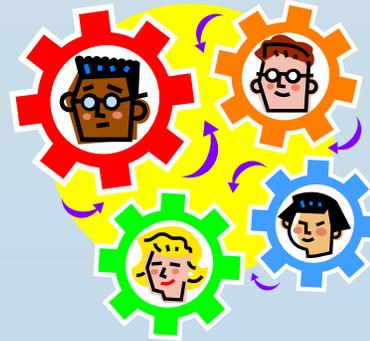


- Follow the specimen transport process that is described in the Courier System handbook.

OSPHL responsibilities:

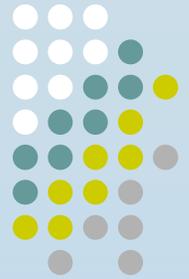
- By providing a courier pick up for specimens tested at OSPHL, we are taking responsibility for the specimens from the time they leave your building.
- CAP, our accrediting agency, and CLIA require a system to track specimens from the time they come into our possession until the results are reported to the clinician.

OSPHL Clients



- We tried to develop a process that had the least impact on your time and gave you a few extra tools for your use in the clinic.
- We are using the same forms that you're accustomed to with a few modifications.
- We realize that this will mean training your staff to a new process and we are available to help. We have provided written procedures and job aids.

Bar Code Tracking System



- The test requisition form has a strip of numbered bar code labels at the bottom.
- The numbers on these labels correspond to the number on the upper left corner of the test requisition form.
- These numbers and bar codes allow us to scan in each specimen as it arrives and link it to the unique test requisition form that contains your test order and patient information.



0805000044



GENERAL MICROBIOLOGY REQUEST FORM
Oregon State Public Health Laboratory
PO Box 275 – Portland, OR 97207-0275
Information: 503-693-4100

For OSPHL Use Only

PATIENT INFORMATION

Patient Name (Last, First, MI) or Unique Identifier		
Date of Birth (mm/dd/yyyy)	County of Residence	Zip Code
Date of Collection (mm/dd/yyyy)	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Patient ID/Chart Number	Health Plan Name/Patient ID Number	
Patient Medicaid Number	SSN (if Medicaid Eligible)	
ICD-9 Code	Referring Physician's Medicaid Provider Number	

SUBMITTER INFORMATION

Submitter Code
Return Results To: (Must Provide Complete Address)
Authorized Ordering Physician/Clinician
Contact Phone Number AND Name
NPI#

SPECIMEN INFORMATION

Specimen Source <input type="checkbox"/> Blood <input type="checkbox"/> Stool <input type="checkbox"/> NP <input type="checkbox"/> Sputum <input type="checkbox"/> CSF <input type="checkbox"/> Other	Illness Onset (mm/dd/yyyy)	Outbreak/Study ID
---	----------------------------	-------------------

TESTS REQUESTED

CULTURE

Bordetella pertussis/parapertussis culture
 Bordetella pertussis/parapertussis PCR
 Campylobacter
 Enteric Pathogen Screen (*Salmonella*, *Shigella*, *Campylobacter*, & STEC)
 Escherichia coli; Shiga Toxin producing (STEC)
 Haemophilus ducreyi
 Listeria monocytogenes
 Plesiomonas shigelloides
 Salmonella
 Shigella
 Vibrio
 Yersinia
 Other _____

Special Study _____

ISOLATE IDENTIFICATION (R/O OR CONFIRM)
Notify OSPHL at (503) 693-4100 if expedited handling is indicated

<input type="checkbox"/> <i>Aeromonas</i>	<input type="checkbox"/> <i>Listeria monocytogenes</i>
<input type="checkbox"/> <i>Bacillus anthracis</i>	<input type="checkbox"/> <i>Neisseria gonorrhoeae</i>
<input type="checkbox"/> <i>Bordetella pertussis/parapertussis</i>	<input type="checkbox"/> <i>Neisseria meningitidis</i> serogroup
<input type="checkbox"/> <i>Brucella</i>	<input type="checkbox"/> <i>Plesiomonas</i>
<input type="checkbox"/> <i>Burkholderia</i>	<input type="checkbox"/> <i>Salmonella</i>
<input type="checkbox"/> <i>Campylobacter</i>	<input type="checkbox"/> <i>Shigella</i>
<input type="checkbox"/> <i>Corynebacterium diphtheriae</i>	<input type="checkbox"/> STEC positive isolate or broth
<input type="checkbox"/> <i>Escherichia coli</i> O157	<input type="checkbox"/> <i>Vibrio</i>
<input type="checkbox"/> <i>Francisella tularensis</i>	<input type="checkbox"/> <i>Yersinia</i>
<input type="checkbox"/> <i>Haemophilus influenzae</i> serotype	

Other _____
Unknown – Gram Stain Results: GPC GPB GNB
 GNC GNCCB

PARASITOLOGY

Formalin: Stool Exam for Ova and Parasites
 PVA: Stool Exam for Ova and Parasites
 Cryptosporidium/Cyclospora Screen
 Blood Smear for Malaria
 Blood Smear Other _____
 Adult Parasite Identification
 Other _____

MYCOBACTERIUM

AFB Smear/Culture
 DNA Probe; Isolate Date Culture Positive _____
 M. tuberculosis Complex Susceptibility Testing
 Quantiferon Testing – Must be received within 16 hours of collection, M-F before 5 pm

Time of Collection (Mandatory)
History of BCG: No Yes Unknown
PPD History: Not Done Neg Pos _____mm
 Unknown

FOOD/ENVIRONMENTAL TESTING (R/O)
Specimen: Food Other

<input type="checkbox"/> <i>Bacillus cereus</i>	<input type="checkbox"/> <i>Staphylococcus aureus</i>
<input type="checkbox"/> <i>Clostridium perfringens</i>	<input type="checkbox"/> STEC
<input type="checkbox"/> <i>Listeria monocytogenes</i>	<input type="checkbox"/> <i>Vibrio</i>
<input type="checkbox"/> <i>Salmonella</i>	<input type="checkbox"/> <i>Yersinia enterocolitica</i>
<input type="checkbox"/> <i>Shigella</i>	

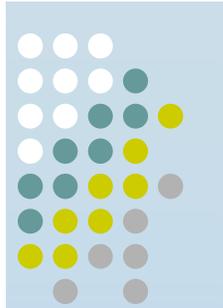
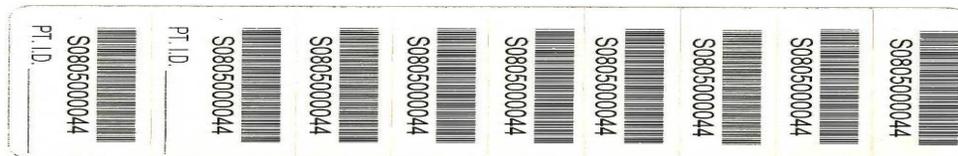
EMERGING INFECTIONS PROGRAM STUDIES

EIP Organism
 MRSA

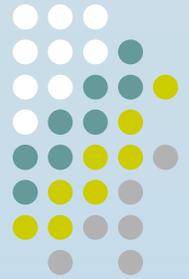
MISCELLANEOUS

Botulism Toxin
 PFGE: Organism
 Rabies – Requires submission of Rabies Exam Form – Form 51

COMMENTS



How does it work?

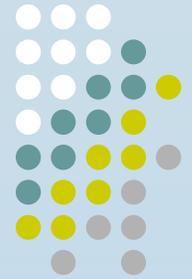


Collect & label your specimen:

- You may use your own label for the patient name / anonymous ID **and** apply a bar code label from the strip of labels at the bottom of the requisition form to the specimen.
- Or use the bar code label from the bottom of the test requisition form which has a space for you to write in the patient name / anonymous ID.

Leave the remaining labels attached to the requisition form.

Bar coding your specimen:

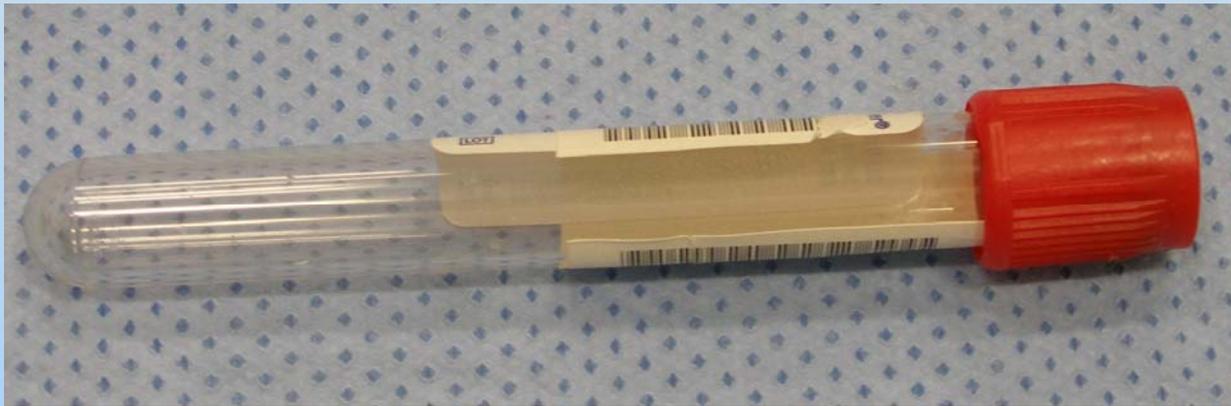
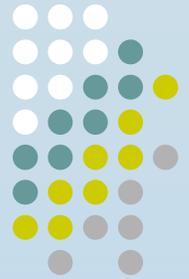


- Place the label **horizontally** on the specimen tube. The label should read left to right /bottom to top. Always make sure that the patient identifiers can be read.

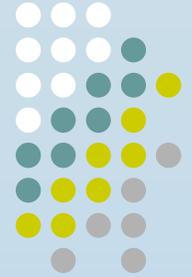


See page 1 of Procedure for Transporting Specimens (SOP) behind the first tab in the Courier System Handbook.

- **ALWAYS** leave a viewing space on the tube so the content level can be easily ascertained.



See page 2 in the SOP behind first tab



SHIPPING MANIFEST:

This is one of the most important parts of the process.

It will give you documentation of what you sent and provide us with a document to verify that we received everything you wished to send.

You'll normally have one manifest per transport container. If you have more than one, be sure to number the pages.



Oregon State Public Health Laboratory Specimen Transport Manifest

Date _____ Container # _____

OSPHL ONLY

Barcode

OSPHL ONLY

Rec'd Date _____

Initial _____

Facility Name _____

Contact Person _____ Phone# _____

Item Bar Code	Item Bar Code	Item Bar Code	Item Bar Code

Page _____

Comment: _____



Manifest Steps:

- You will be given a roll of site specific barcode labels.
- Attach your site label to the manifest form.
It's OK to cover Container # area
- Fill in the date, contact person and contact phone number.
- If you need to use more than one sheet, put a page number at the lower left corner of the manifest.

ATTACHMENT 2: HOW TO COMPLETE THE TRANSPORT MANIFEST



Oregon State Public Health Laboratory Specimen Transport Manifest

Enter Date your shipping container will be picked up

Date 8-31-09



049000002

Yamhill County Public Health

Facility Name _____

OSPHL ONLY

Barcode

OSPHL ONLY

Rec'd Date _____

Initial _____

Place your site label here. It is OK to cover Container # area.

Contact Person JANE DOE Phone# 503-123-4567

Enter name of your site's contact person and their phone #.

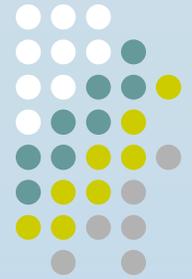
Place one bar code for each specimen being shipped from each individual request form. In this case 3 different specimens are being shipped.

Item Bar Code	Item Bar Code	Item Bar Code	Item Bar Code
 S0902000203			
 S0806006750			
 S0306007301			

Enter page # if using more than 1 page.

Page 1 of 3

Comment: _____



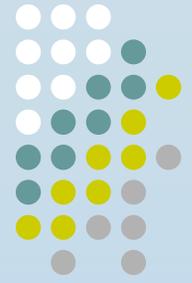
Transport Containers:

- Each client will have three (3) site specific transport containers assigned to them.
- The courier will pickup the one container and return an empty container.



See page 6-7 in the SOP behind first tab

Specimen Bags & Requisitions:



- Put a single patient's specimen(s) with applied bar code label and one absorbent pad in a biohazard specimen bag and seal bag.
- Fold the requisition for that patient and place in the outer pocket of the bag with the top half of the requisition facing out.



See pages 3 – 5 in the SOP behind first tab

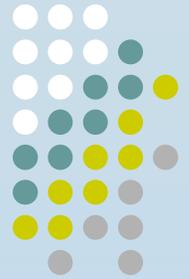
Air Transportation Sites:

- There are a number of sites in Eastern and Southern Oregon which require air transport to OSPHL. In addition, air transport may be needed in special circumstances.
- Modified packaging is required.



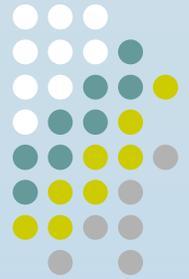
See pages 4 – 5 in the SOP behind first tab

Preparing Specimens for Transport :



- Put the biohazard specimen bags containing specimens and requisitions in the transport container.
- For Refrigerated specimens: Place 2 frozen gel packs into one of the inner compartment. Place 4-6 paper towels on top of the gel packs and add the specimens.
- For Room Temperature specimens: No special packaging or gel packs are required.

Preparing Specimens for Transport: (Continued)



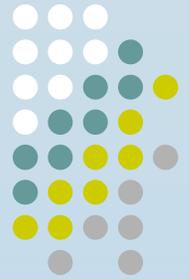
- For Frozen specimens: Please refer to Attachment #3 “Inner Compartment Preparation” behind Tab #1 in the Courier System Handbook. Call OSPHL for special instructions. (503-693-4100)
- For Rabies specimens: Please **do not** use the regular transport container. Use a separate container and follow the direction as stated in the Guide to Service for Rabies transport. <http://oregon.gov/DHS/ph/phl/docs/rabies.pdf>
Please notify OSPHL before shipping.

Preparing Specimens for Transport: (Continued)



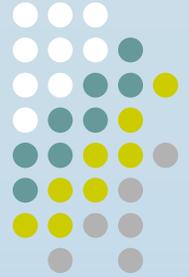
- *Bordetella pertussis* specimens: Contact the Microbiology department for special collection & transport instructions. (503-693-4100)
- Special Circumstances: Contact OSPHL at the numbers listed in your handbook. Please contact your local public health department to coordinate transport of biological & chemical threat specimens to OSPHL.

Last steps: Closing the Container



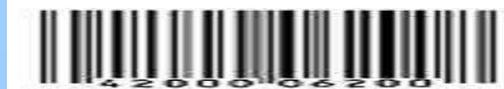
- Fold up the transport manifest and put in the outside pocket of an additional empty specimen bag to keep dry. Place manifest in transport container.
- Close the red outside container, pull the handle to the top and seal with the Velcro tab.

Preparing Transport Container for Pick up:

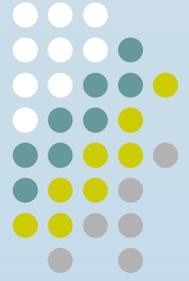


- The transport container will have a re-sealable plastic envelope on the outside with a reversible laminated card. One side will have the address of your facility and a bar code.

Oregon State Public Health Lab
Deschutes County Health Dept.
2577 NE Courtney
Bend, OR 97701



Transport Container Pick up: (Continued)



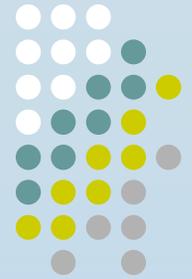
- Remove the laminated address card from the plastic envelope. Reverse the card so that the OSPHL address shows.

Oregon State Public Health Lab
3150 NW 229th Avenue
Hillsboro, OR 97124



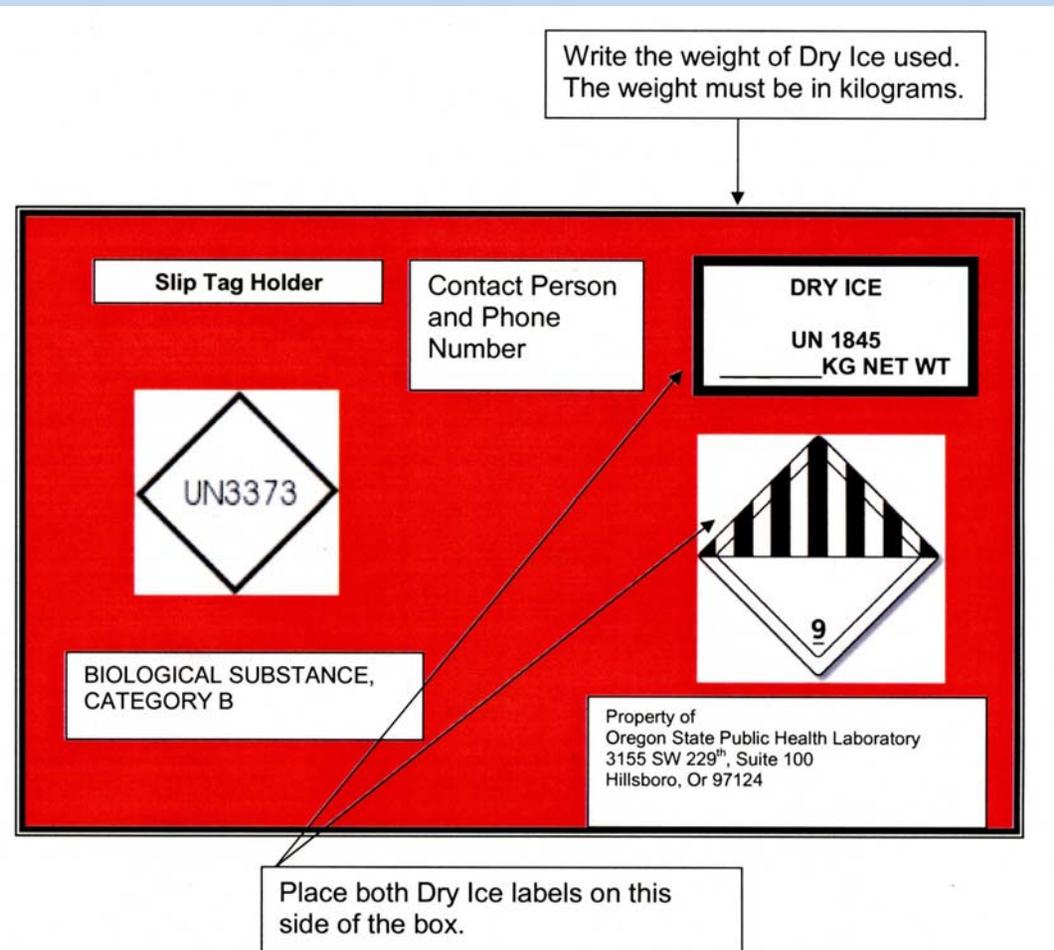
- The Courier will scan the bar code on the address card and document the pick up.

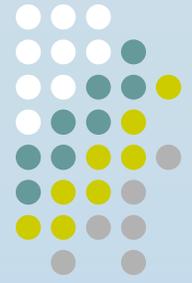
Additional Steps for Preparing the Transport Container for a Frozen Specimen Pick up:



Front of Transport Container

Label the outside of container as shown. A set of labels (2) can be found in the front pocket of the Courier System Handbook.





Courier Pick Up Schedule

Portland Metro Area: Clients in Portland, Oregon City,
Clackamas, Beaverton, Tigard & Hillsboro

Pickup Time: 8:30 – 11:30 AM

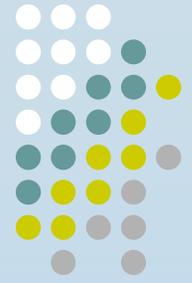
Drop to OSPHL by 4:00 PM

Outer Area Transport....All Other Clients

Pickup Time: 2:30 – 5:00 PM

Drop to OSPHL by 7:30 AM next morning

Saturday OSPHL Drop at 9:30 AM



Holiday Closures

- The Courier Service will NOT pick up specimens on state holidays
- **Clients will be notified in advance of changes in the pick up schedule.**
- **Be sure to check transport containers for notices each time your containers are returned.**

QUESTIONS:

Sarah Humphrey

Client Services Coordinator

Phone 503-693-4124

