

LABORATORY STANDARD OPERATING PROCEDURES MANUAL	SELECTION AND EVALUATION OF REFERENCE LABS
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- I. The selection of the reference laboratories for this institution has been based on the quality and reliability of testing of such reference laboratories.

- II. The selection of the main reference laboratory for this institution is the responsibility of the Medical Director of this lab. This decision is made with the help of the Laboratory Administrative Director. Results are monitored continually for completeness. The Medical Director recommends the primary reference lab to the Medical staff for approval. The selection of the primary reference laboratory must be approved by the Medical Staff. A list of other reference laboratories is also supplied to the Medical Staff. Periodically, the Laboratory Administrative Director monitors and reviews the quality of test results received from the reference testing. If any issues about test reports are found, these are investigated.

- III. LabCorp Laboratory Corporation of America is now the main reference laboratory for this institution. On the page following this procedure, there is a listing of the reference labs that are used from time to time. All are CLIA-88 certified for high complexity testing in the specialty/subspecialty of which they are used. Documentation of this is filed in our lab.

- III. Each reference laboratory must provide this institution with a procedure for the collection of specimens to be sent to that laboratory. This information is available upon request. For testing not listed in the manual, the information is retrieved by calling the lab and requesting that information. We can connect to the LabCorp test directory, directly for specific collection information when tests change or are added. We follow all requisition, collection, and handling specifications for specimens being sent to reference laboratories. When changes are made in specimen collection LabCorp notifies us of the changes.

- IV. The LabCorp Patient Report forms, (Most LabCorp tests are now interfaced and these report in our computer system.) as well as the other reference laboratories patient report forms, must include:
 - The name and address of the laboratory actually performing the testing must be on the patient report form.
 - If the sample is sent to LabCorp and then referred from them to an affiliated lab, the name and address of the affiliated testing lab is contained also on the patient report form.
 - Most tests that are reported from LabCorp, excluding some esoteric tests and most Microbiology testing, are now interfaced in our Laboratory Information System. This means the tests are ordered and resulted through our own computer system. The results are still printed in the LabCorp format, as well. These results are verified and then reported. When new tests are interfaced and at least annually, these interfaced results are checked for accuracy and compared to the LabCorp printed result from their system.
 - LabCorp keeps an exact copy of the patient report form that prints over our printer. For all tests that are interfaced, the results sent to the patient's chart or the physician is the one from our computer system. These can be resent on request. These reports are kept both at LabCorp and by our institution for at least 2 years.
 - The patient report form is reported out as printed from LabCorp, without alterations that could affect clinical interpretations. For all non-interfaced tests, the EXACT report is sent to the chart. The original is the patient chart copy. One copy is kept in our laboratory files. One copy is sent to the ordering physician.
 - For all interfaced results, these are kept electronically just as all of our other patient results.

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- The identity of the analyst can be retrieved from each reference laboratory.
- All reference labs must define reasonable turnaround times on request. A copy of LabCorp's turnaround times is obtainable in our laboratory. Turn-around-times for specific tests can be obtained by contacting LabCorp Customer service or other reference labs customer service. When there is an unreasonable delay in testing, they must notify our institution an approximate time of reporting so that we can notify physicians and/or nursing floors when applicable.

WRITTEN BY: Kay Shaw, MT(ASCP)SBB DATE: 6-96

APPROVED BY: Martin F. Belli, M.D. DATE: 6-96

REVISED BY: Kay Shaw, MT(ASCP)SBB DATE: 4-98, 5-99, 5-2000, 6-2001, 9-2001, 5-2002,
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2011,

2-2012

See original policy in the Laboratory for all documented annual reviews.

References:

1. CAP, General Lab Checklist, 1996.1 Edition, College of American Pathologists Laboratory Accreditation Program, 1996, pp.14-15.
2. Administration and Supervision in Laboratory Medicine, Second Edition, John R. Snyder and Donald A. Senhauser, J.B. Lippincott Company, 1989, pp. 388-400.

Laboratory Standard Operating Procedures Manual, Laboratory Collection Manual