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## **GUIDELINES FOR SPECIMEN SUBMISSION**

May 5, 2013

### PROCEDURE:

1. It is the responsibility of the physician, nurse, assistant and/or technician to provide for accurate specimen labeling, to include patient name, unique patient identification number, and date of birth on the requisition or travel document and to provide properly labeled specimen container(s). *Always label specimens while still in the presence of the patient.*
2. Specimen containers that are pre-filled with 10% neutral buffered formalin (NBF) are provided by your convenience
3. Each specimen container must be labeled clearly with the patient's name and specimen site.
4. The requisition or travel document must be clearly labeled with the patient's name, unique identification number, date of birth, specimen site(s) and date and time of specimen collection. Adequate space is available on the requisition to allow the clinician to provide for pertinent clinical information and/or clinical diagnoses under consideration.
5. Each correctly labeled specimen container must be placed inside a clear synthetic specimen bag along with the appropriate requisition or travel document.
6. Courier boxes are provided for your convenience. Place all specimen bags into the courier box near the end of the work day and lock the box. Our courier will pick up your specimens from the box at approximately the same time each day.
7. For our physicians who decline a courier box, please call 901-866-8834 and request an in-office specimen pick up.
8. A suboptimal specimen or requisition is defined as one that is not properly identified/improperly labeled, devoid of fixative, devoid of specimen, container/requisition do not match, broken, from an unauthorized source, or information is missing in part or whole. In such cases, the laboratory will contact your office to inform you of the issue, to gain clarification or so that you or your staff may supply correct or missing information. In some instances, it may be necessary to return the specimen and requisition to your office to reconcile the issue whereby it may then be returned to the laboratory.

Thank you for your attention.

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