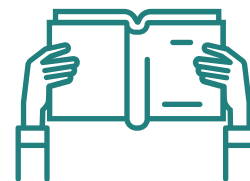
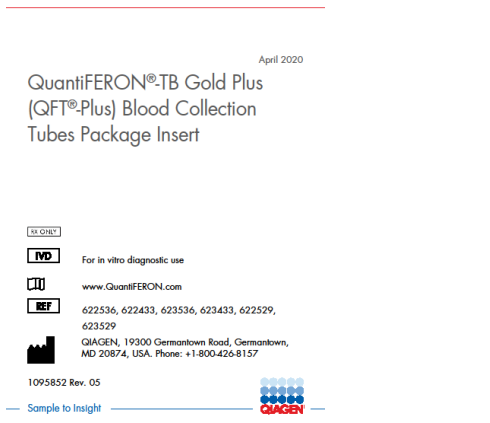


PHLEBOTOMY QUICK REFERENCE FOR RESOURCES AVAILABLE



| Where to look if you cannot find test or have questions | What to look for | Where to call | Additional comment |
|---|--|--|---|
| 1. Lab handbook | Specimen type, container, min/max, location of where it is sent; special instructions-same for all sites; most processing instructions | The department in which the test is ran if you cannot find the info in the LHB; or page pathologist for the department in which the test goes to ex: Micro, Heme ETC. | https://one-dh.testcatalog.org/ Less is better when doing a search in the LHB |
| 2. Mayo Medical test catalog If you cannot find it in LHB try MAYO; look for same as LHB above | See above | Ask a seasoned staff member prior to calling if one is available. Call Mailouts, but if you cannot find in mayo and it is a mailout test call 58093; or Page Chemistry Pathologist on call | https://www.mayocliniclabs.com/ can search by test or ID # |
| 3. Quest lab test catalog If the test is not in LHB, or MAYO and we call mailouts and they say it goes to quest/or if an INSIDE order says it is quest-not an outside order Unless mayo and LHB does not have it we would ask mailouts if we can send to quest | See above | Call mailouts at 58093 first to make sure we can send the test to quest. If questions for quest you still have to call mailouts as quest will only give information with a hospital code, so usually mailouts would get the answer for us if we cannot find on their site. | https://testdirectory.questdiagnostics.com/test/home Can also find test by ID# |
| 4. HOC tests If tests are not in the LHB/MAYO | See above | Call our HOC lab 55636 and see if it is listed on the special test sheet there first. | They have special tests listed at HOC that they commonly seen there. |
| 5. Prometheus tests If Prometheus sheet is given the instructions are usually on the back of the paper; or LHB | See above | Mailouts at 58093 if you cannot find the information on the Prometheus sheet or their website | https://www.testmenu.com/nyphcolumnbia/TestDirectory/SiteFile?fileName=Prometheus_Test_Requisition.pdf |

| | | | |
|--|--|---|---|
| 6. All other special tests that are MISC that do not state what to draw and are going to specialty places such as U WASH, etc. Check the LHB, then MAYO. The website of where it is being sent to. | See above | Ask a seasoned staff member first if available-Check the specific website to the place where the lab is being sent. Call Mailouts 58093 ; call Pathologist on call if needed or advised | Make sure to check our LHB and Mayo and see if where we send it is the same as where the provider is asking it to be sent to. If they want U WASH and the LHB says MAYO –not correct test keep looking. |
| 7. HTR processing look in LHB /or the cheat sheets at heater road. | See above | If cannot find in the LHB, or cheat sheet call 3L 39159 ask for trainer, or management, if they do not know then call LSR 59403 and ask for a senior person. | Any questions of processing please try to get a seasoned trainer, or LSR seasoned staff to answer. |
| 8. Kits being picked up | See special instructions with kit | Ask coordinator, or page the pager in the comment section. Reach out to management or seasoned staff at 3L, HOC, HTR, PAT | Always have someone double check all kits. It is a policy. |
| 9. Quantiferon training/order of draw | Watch Video/Use or lab handbook link | Ask a Phleb 3, or management if you have questions | https://www.quantiferon.com/us/products/quantiferon-tb-gold-plus-us/laboratory-resources/training-videos-labs/ and https://one-dh.testcatalog.org/show/8430283 |
| 10. Quantiferon instructions | Double click in the additional comment section to see quantiferon insert | Ask a Phleb 3, or management if you have questions |  <p>April 2020</p> <p>QuantiferON®TB Gold Plus (QFT®-Plus) Blood Collection Tubes Package Insert</p> <p>For in vitro diagnostic use</p> <p>www.QuantiferON.com</p> <p>422536, 622433, 623536, 623433, 622529, 623529</p> <p>QIAGEN, 19300 Germantown Road, Germantown, MD 20874, USA. Phone: +1-800-426-8157</p> <p>1095852 Rev. 05</p> <p>Sample to Insight</p> <p>QIAGEN</p> |

ANY TIME YOU GET AN ANSWER THAT YOU COULD NOT FIND SOMEWHERE AND HAD TO REACH OUT PLEASE WRITE DOWN WHO YOU SPOKE WITH IN CASE WE NEED TO FOLLOW UP. THERE HAVE BEEN ERRORS MADE BASED ON WRONG ANSWERS AND THIS WAY WE CAN AT LEAST TRY TO EDUCATE SO IT DOES NOT HAPPEN AGAIN. THINGS ARE FOREVER CHANGING SO IT IS POSSIBLE TO MAKE ERRORS AND WE WANT TO BE ABLE TO HELP DECREASE PATIENT ERRORS.