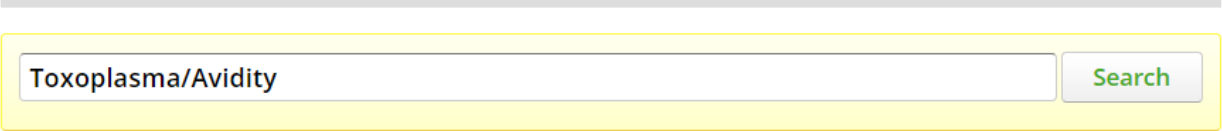
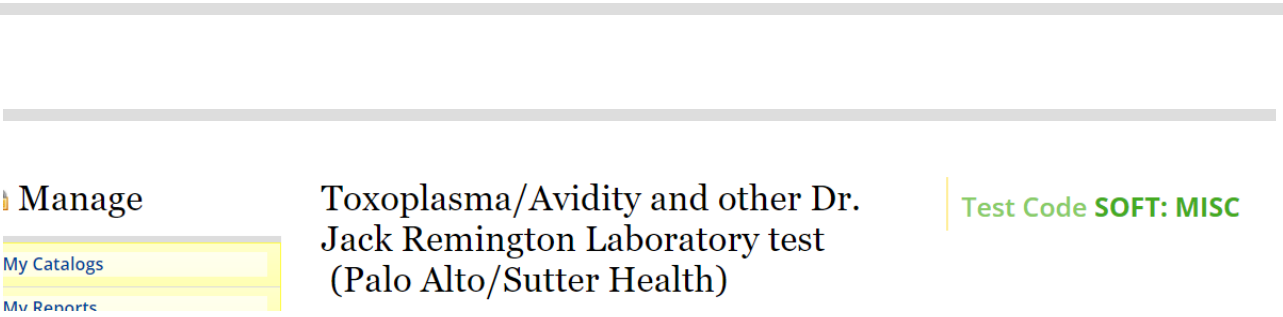


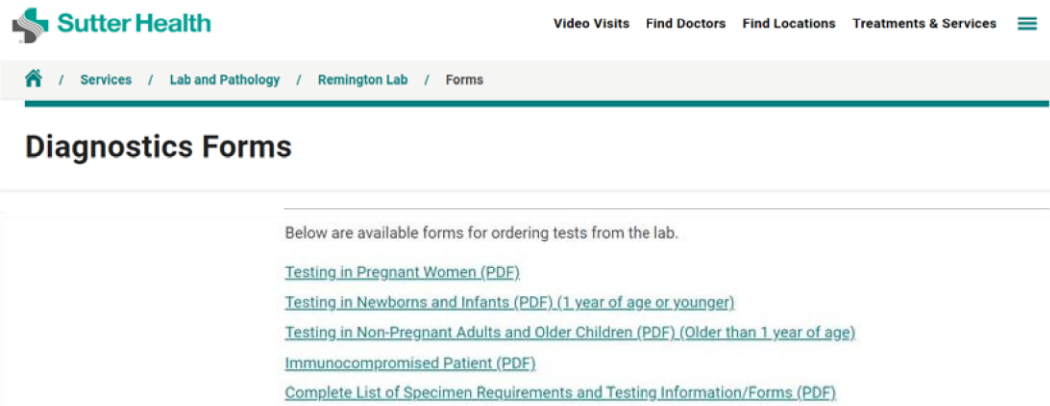
SENDING SPECIMENS TO PALO ALTO Dr. JACK REMINGTON LAB (TOXOPLASMA/AVIDITY)

Purpose: Sending Toxoplasma/Avidity specimens to Palo Alto Dr. Jack Remington Lab.

Procedure: Ordering and sending specimens on Toxoplasma /Avidity testing. Specimens are shipped Monday-Thursday. No Fridays and closed Weekends.

Step	Action
1.	Look over the provided requisition to see which test the doctor has ordered (patient or doctor will provide req; must be signed by doctor).
2.	If doctor has not provided requisition Type “Toxoplasma/Avidity” into the Directory of services to access test info. Search 
3.	Click “Enter” on Keyboard
4.	Click “Toxoplasma/Avidity and other Dr. Jack Remington Laboratory test (Palo Alto/Sutter Health)” 

5. When the link opens use the following link to choose the correct order form based on patients demographics. (i.e. immunocompromised patient, Non Pregnant and older children.....). Then Print.



Sutter Health Video Visits Find Doctors Find Locations Treatments & Services

Services / Lab and Pathology / Remington Lab / Forms

Diagnostics Forms

Below are available forms for ordering tests from the lab.

- [Testing in Pregnant Women \(PDF\)](#)
- [Testing in Newborns and Infants \(PDF\) \(1 year of age or younger\)](#)
- [Testing in Non-Pregnant Adults and Older Children \(PDF\) \(Older than 1 year of age\)](#)
- [Immunocompromised Patient \(PDF\)](#)
- [Complete List of Specimen Requirements and Testing Information/Forms \(PDF\)](#)

6. Go back to the previous page.

7.

Specimen Requirements

Click on the “<https://www.sutterhealth.org/services/lab-pathology/serology-tests>” to determine what tubes are needed for each specific test.

Additional Codes

EPIC CODE: MISC Lab, write test name in comments.

Specimen Requirements

The most current information on specimen requirements is found at:

<https://www.sutterhealth.org/services/lab-pathology/serology-tests>

8.

Search for individual test mark on req for testing requirements and shipment.

Testing Requirements and Instructions

Many of the tests performed at the Remington Lab require specifics related to sample age, container and shipping conditions. Review these requirements and instructions before shipping a sample to the lab to make sure it's suitable for testing.

- o Serologic Specimen Requirements
- o PCR Specimen Requirements
- o PCR Instructions
- o Isolation Instructions

Testing Schedule

Testing is performed at the Remington Lab on weekdays throughout the year. Consult the holiday schedule to find out if the lab is closed on a holiday that falls during the week.

Lab Test Menu

Effective: March 2018

Tests

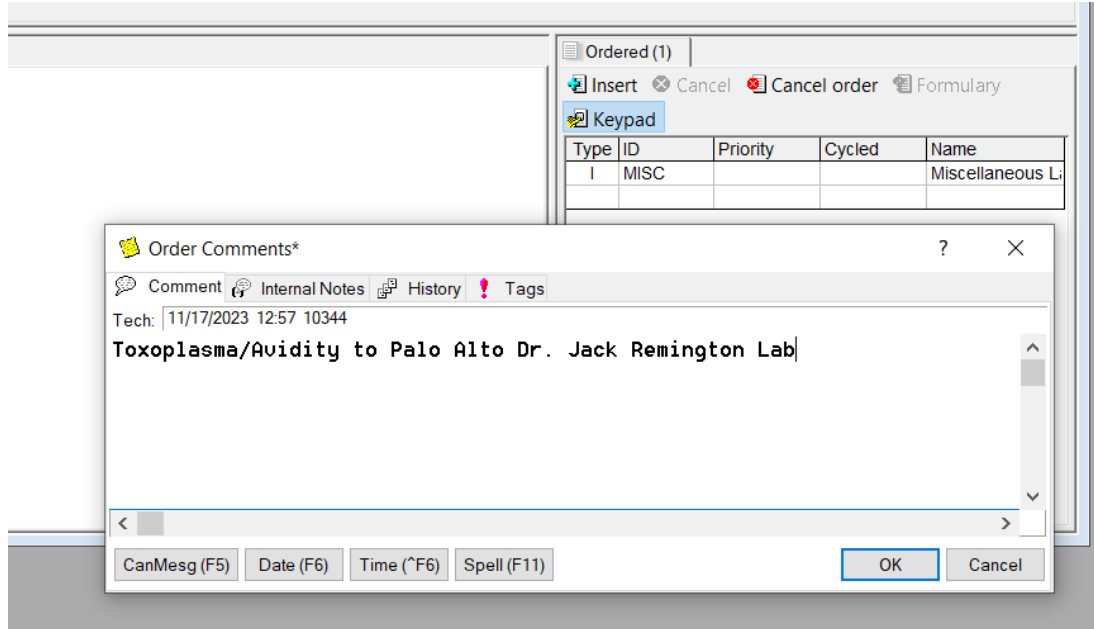
Panels

Tests

IgG (Dye Test)	>
IgM ELISA (for patients 6 months of age or older)	>
IgM ISAGA (for patients less than 6 months of age)	>
IgA ELISA	>

9.

Order a "MISC" lab under "Order Entry" in SOFTLAB. Make sure the disired test is documented in "Order Comments."



10.

Collect & receive the specimen.

11. Place a SOFTID Bar Code label on the req in this spot.

HERE

Dr. Jack S. Remington Laboratory for Specialty Diagnostics
formerly known as the Toxoplasma Serology Laboratory



Testing in Non-Pregnant Adults and Older Children (more than 1 year of age)

Patient Information: *Patient name and collection date must also appear on specimen label.*

Patient's Last Name: _____, First Name: _____ Birth date: _____ Gender: _____
 Patient ID#: _____ Specimen type: _____ Collection date: _____
 Physician's Name: _____ Phone: _____
 Physician's Address: _____ Fax: _____

History (important for proper interpretation of results)

Immunocompromised N Y HIV AIDS CD4 count _____
Other (please specify) _____

Lymphadenopathy N Y Date of onset _____
 Location of node(s) _____
 ►Please include a copy of biopsy report if performed

Eye disease N Y
 Eye findings _____
Bilateral Unilateral Macular involvement Peripheral retinal disease

Hepatitis N Y Date of onset _____
 Liver Function Tests _____

Myocarditis and/or Polymyositis N Y Date of onset _____
 Creatine Kinase (CK) _____ Myocardial enzymes _____

Encephalitis N Y Date of onset _____
Other Please specify _____

Symptoms None Fever Flu-like symptoms
Other _____

Risk Factor(s) (or exposure) Ingestion of raw or undercooked meat
Cat feces Gardening None Other _____

Toxoplasma test results from other laboratory IgG: Pos. Neg
 IgM: Pos. Neg
Other (please specify) _____
 ►Please include a copy of the report if available

12. **Billing information**

<p>Client's Billing address (MUST be included. We cannot bill the patient or insurance.)</p> <p style="text-align: center; background-color: yellow;">Saint Francis Healthcare</p> <p>211 Saint Francis Drive Cape Girardeau, MO 63703</p> <p>Attn: SMC Main LAB PO# (if required for payment):</p> <p>Phone: 573-331-5147 Fax: 573-331-5027 E-mail: _____</p>		<p>Results address</p> <p style="text-align: center;">Saint Francis Healthcare</p> <p style="text-align: center;">211 Saint Francis Drive</p> <p style="text-align: center;">Cape Girardeau, MO 63703</p> <p>Attn: SMC Main LAB</p> <p>Phone: 573-331-5147 Fax: 573-331-5027 Email: _____</p>	
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Fill out on Req

13. Make a copy of the completed Req.

14. Log the specimen into the Specimen Mailout Log Book and place the copy of the completed Req into the "Copy of Req" tray located by the Mayo refrigerator in processing.

15. Locate a small shipping box, a biohazard bag, a FedEx bag and a blank FedEx shipping slip (FedEx shipping supplies found in Phlebotomy area).

- 16. See "Shipping Temp" from the website found on directory of services .
Specimen Requirements
 The most current information on specimen requirements is found at:
<https://www.sutterhealth.org/services/lab-pathology/serology-tests>
- 17. Place the labeled tubes into the biohazard bag.
- 18. Place the biohazard bag into the shipping box.
- 19. Place a copy of the completed req into the shipping box. Along with copy of Insurance info **if necessary**
- 20. Seal the shipping box.
- 21. Place the shipping box into the FedEx Shipping bag.
- 22. Fill out a FedEx shipping slip.
- 23. Place shipping/sticker onto the FedEx bag.
- 24. Tear off top copy of Shipping slip and take to front Secretary Office.
- 25. Take FedEx shipping bag to FedEx dropoff spot (located in Pathology).
- 26. Fill out a "MISC Charge slip" (located in Regional lab area) and place in blue "Credit/Charge" bucket in processing.