

Protocol for Submitting Ocular Microbiology Specimens to the Campbell Lab

- * If using media that we provided to you, routinely check for quantity and expiration dates.
Contact the Charles T. Campbell Ophthalmic Microbiology Lab (412-647-7211) Monday through Friday before 12pm to have more culture kits shipped to you.
- * Culture media should always be stored in a 2 – 8°C refrigerator and brought to room temperature prior to use.
- * ***Please check all patient insurance information.***
UPMC will only accept participating insurers. Patients with non-participating insurance plans will probably require pre-authorization to assure payment of services.
NOTE: Cultures submitted from patients with non-participating carriers without pre-authorization will be charged as self-paid.
- * All microbiology specimens (media plates and broths, slides, transport swabs, intraocular specimens, etc.) must be labeled with patient's name and medical record number (if available).
- * Complete a Charles T. Campbell Ophthalmic Microbiology Lab Requisition form. Please provide ALL information requested on the form.
NOTE: Forms can be obtained from the Ophthalmic Microbiology Lab or downloaded from the Ophthalmic Microbiology Lab web site at <http://eyemicrobiology.upmc.com/Diagnostic.htm> (see downloads section at bottom of page).
- * If the patient is an out-patient, send demographic and insurance information along with the requisition.
- * Package the patient specimen, the Ophthalmic Microbiology Lab Requisition form, and the patient demographic information sheet together.
- * Call the Ophthalmic Microbiology Lab at 412-647-7211 and let them know that a culture is being sent.
- * Contact Med-Speed at 1-866-778-1500 to schedule pick-up and delivery (or other courier of your choice).
Delivery is to be made to: The Campbell Ophthalmic Microbiology Laboratory, Eye & Ear Institute Room 643, 203 Lothrop Street, Pittsburgh, Pa, 15213 (Med-Speed location code 36046)

AFTER HOURS DELIVERY

If the delivery is not going to make it by 3:30 pm MONDAY-FRIDAY, the delivery is to be made to the UPMC Presbyterian Hospital Emergency Room (see instructions below) or held for delivery the following day.

DIRECTIONS FOR OPHTHALMIC CULTURES TO BE DELIVERED

To PUH E.R. AFTER 3:30 PM, Mon-Fri & Weekends:

1. Inform the on-call Ophthalmology Resident by pager (412-647-PAGE; pager #3921) that a specimen for Ophthalmic Microbiology will be delivered to Presby ER.
2. Send specimen by courier to: UPMC Presbyterian Hospital Emergency Room, 200 Lothrop St, Pittsburgh, Pa 15213.
3. The courier needs to have the ER personnel page the on-call ophthalmology resident (pager #3921).
4. The on-call resident will place the specimens in ER refrigerator or incubator.