

Sending Specimens for Laboratory Testing to the UPMC Charles T. Campbell Ophthalmic Microbiology Laboratory

(PROCEDURE: OMSCS-10)

The following **must** be submitted: (Please call with any questions 412-647-7211)

1. A **completed** laboratory requisition. Download the requisition from our web site at: <http://eyemicrobiology.upmc.com/PDFs/LabRequisition2016.pdf>. Make sure to include the doctor's office phone and fax numbers.
2. **Patient demographics and insurance information must accompany all specimen submissions.**
3. **Make sure the patient's insurance is accepted by UPMC.**
You may need to obtain Insurance Authorization prior to laboratory testing submission. For testing CPT codes, go to:
<http://eyemicrobiology.upmc.com/PDFs/WebCPTCodesList2016.pdf>.
4. Specimen requirements:
 - a. Label **each** specimen with the patient name and second identifier (ex/ date of birth).
 - b. Bacterial/Fungal/Gram stain/Giemsa Stain specimens can be sent at room temp.
 - c. Viral/Chlamydia/PCR samples should be sent on ice.
 - d. Acanthamoebae culture/PCR specimens should be sent on ice.
5. Packaging Specimens:

Diagnostic specimens can be easily delivered through couriers and public mail with a few simple requirements as mandated by federal law. These samples must be double-sealed to prevent any leakage of sample. A proper amount of desiccant to absorb any leakage due to damage should also be packed within the double-sealed specimen. The sample should be marked to indicate that the package is a diagnostic specimen. For example, a corneal specimen collected on a soft-tipped applicator and placed in a plastic tube (transport sleeve, culturette (Becton Dickinson, Sparks, MD), wrapped in a paper towel, enclosed in a sealable vinyl zip-locked bag, placed in a bubble mailer addressed to the laboratory, and marked as "Diagnostic Specimen (Not Restricted) – Packed in Compliance with IATA Packing Instructions 650," would be a properly sent diagnostic sample.
6. Send specimen package by courier/mail to:

UPMC Charles T. Campbell Ophthalmic Microbiology Laboratory
Eye & Ear Institute Room 643
203 Lothrop St., Pittsburgh, Pa 15213
412-647-7211
7. Hours for receiving specimens:

We accept specimens MONDAY-FRIDAY from 8:00am to 3:30pm. If the delivery is not

going to make it by **3:30 pm** MONDAY-FRIDAY, hold the specimen for delivery the following week day, OR if necessary send the specimen to the UPMC Presbyterian Hospital Emergency Room using the following protocol:

DIRECTIONS FOR OPHTHALMIC CULTURES TO BE DELIVERED

To UPMC Presbyterian Hospital E.R. AFTER 3:30 PM, Mon-Fri & Weekends:

1. Inform the on-call Ophthalmology Resident by pager (412-647-PAGE; pager #7359) that a specimen for Ophthalmic Microbiology will be delivered to UPMC Presbyterian Emergency Room.
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 (412-647-PAGE; pager #7359) to pick up the specimen.
4. The on-call resident will place the specimens in ER refrigerator or incubator for laboratory personnel to pick up the following day.