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Prepared by QA Committee		
Issued by: Laboratory Manager	Revision Date: 8/9/2024	
Approved by Laboratory Director:	Next Review Date:	
Microbiologist-in-Chief		

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For handling procedure for Creutzfeldt-Jakob Disease (CJD), see <u>Suspect RG 3 4 manualSuspect</u> <u>RG 3 4 manual</u>

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REFERRAL LABORATORY TEST DICTIONARY

Specimens can be referred out to Reference Laboratories for tests not processed in-house. See Referral laboratory Test Guide website for test availability and information.

Referral Laboratory	Test Guide Information
Public Health	https://www.publichealthontario.ca/en/ServicesAndTools/LaboratoryServ
Ontario Laboratory	ices/Pages/Index.aspx
National	
Microbiology	https://www.cnphi-rcrsp.ca/gts/faces/public/index.xhtml?lang=en
Laboratory	
MiraVista	http://miravistalabs.com/clinical-resources/forms/
Center for Disease	http://www.ada.cov/laboratory/apagiman_auhmission/ligt.html
Control	http://www.cdc.gov/laboratory/specimen-submission/list.html
National Reference	
Centre for	https://www.mcgill.ca/tropmed/nrcp
Parasitology	
Mitogen Advance	http://mitogen.ca/drug-testing/ NMDA(NR1) Receptor Antibodies
Diagnostics	<u>intp://intogen.ca/drug-testing/</u> inviDA(ink1) Receptor Antibodies
Maisonneuve-	Voriconizolehttps://est.omni-assistant.net/hmr-
rosemont Hospital	labo/AnalysisRegistry/AnalysisSimpleSearch.aspx testing
	https://est.omni-assistant.net/hmr-
	labo/AnalysisRegistry/AnalysisSimpleSearch.aspx
Laboratory of	
Parasitic Diseases	Filaria Serology
National Institute of	Thana Scrology
Health	
National Hansen's	
Disease (Leprosy)	Slit Skin Smear for Leprosy
Clinical Center	
Mayo Clinic Medical	Gastric Biopsies for H. pylori
Laboratories	https://www.mayocliniclabs.com/
QuantiFERON-TB	https://www.sickkids.ca/en/care-services/for-health-care-providers/lab-
(QFT) testing in	tests/477-QuantiFERON-TB-QFT/
SickKids	

See <u>Fedex Send out Table</u> for a summary of key instructions for referred out tests with special directives.

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See Appendix III for Microbiology samples sent out directly by UHN for UHN samples.

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BACTERIOLOGY SEND OUTS AND PROCEDURES

SoftMic Test Send out to PHOL:

1. Open '**Results Entry**' and scan order #.

-For Virology Send outs: select **}PHLV** from the keypad. Within the comment type the test the sample is being sent to PHL for.

-For Bacteriology Isolate Send outs: in the isolate comment field for the corresponding isolate being send out, from the keypad select ">PRELI" and the comment corresponding to what you are sending to PHOL (eg. ID/AST to PHL).

- 2. **ctrl 'I'** for interim
- 3. Under Media "PHL" document the date the specimen was sent to PHOL.
- 4. To print PHOL report press instant report (from the top toolbar), choose the correct printer, and format should be **MIC10A**, press ok
- 5. Refer to <u>PHOL_Courier</u> section for specimen packaging instruction.

Note: When possible (when sufficient quantity is received), especially when only referred out test is requested, a portion of sample should be maintained in house for tissue, sterile sites etc.

Special Instruction Specimens:

Streptococcus pneumoniae

Streptococcus pneumoniae sent to PHOL for Penicillin confirmation requires a specific protocol be followed for successful testing to be comepleted.

- 1. Monday Friday, subculture must be ready/packaged to send before noon
- 2. Subculture requirements for same day set up at PHOL:
 - Subculture must be 18-24 hours old and pure
 - Plate must indicate **date of subculture**
- 3. Send out package must indicate:
 - For Microbiology Ref ID and Susceptibility section, 661 University Avenue, Toronto, On M5G 1M1 Attention Deirdre Soares

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- 4. Bench technologist to phone PHOL next day for result @11:00
 - Tel # 416-235-6556
 - Bench to call Saturday morning. PHOL will have a technologist Saturday morning to read isolates sent Friday.
- 5. After 12:00 (noon) pick up on Friday or on the weekened:
 - PHOL does not **set up** *S. pneumoniae* susceptibility on the weekend.
 - Keep subbing isolate for send out on Monday morning.

TB Send out:

- 1. Load the printer with the White Paper marked Mycobacterium culture PHOL TB Form
- 2. Logon to Softmic
- 3. Click '**Results**' tab from the left screen side , open **QC/Send out List** and choose **TB Culture New**
- Select Mark (F8), scan specimen barcode, should have red check mark, <u>Print the</u> <u>PHOL form:</u> press Instant Report on the upper right side of the screen. choose the correct printer, and format should be MIC12, press ok
- 5. Match names & LIS number, and pack sample with the PHOL report (no need to attach the LIS barcode). Follow the same for all samples
- 6. <u>MACRO Reporting</u>: All samples scanned should have a red check mark on the left side.
- 7. Choose Macro for **TB culture new**. Macro will result all specimen as "@**PHOL**...." and interim both **FA**, **TBS/TBA/TB**. All samples should have a **green!** after Macro is done.

Print out worklist (CTRL+P) & file the work list in the BACTI send out binder

8. Pack samples into blue PHOL bag and put into walk in fridge

Keep blood sample for TB at room temp

** Put the type of specimen and site if not indicated**

QUANTIFERON TB (QFT):

- MSH-out patient, testing not offered the patient should directly go to Dynacare lab for sample collection and testing.
- MSH-in patient, we refer sample to Sick Kids
- UHN-in and out patient, to TGH core lab, contact TGH specimen processing manager

Sick Kids Procedure

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Collection procedure

Blood Collection Tube: 6mL Lithium-heparin tube (green top/white label).

- Tube should be between room temperature (17-25C) at the time of blood filling.
- Only a Lithium-heparin anticoagulant is acceptable.

Blood collection: Collect a minimum volume of 5 mL of blood into single Lithium –heparin tube.

- Gently mix by inverting several times to dissolve the heparin.
- Blood must first be held at room temperature (17-25C) for a minimum of 15 minutes and maximum of 3 hours before being placed in the refrigerator(2-8C)
- Specimen may be held in the refrigerator for a further 16 to 48 hours before shipping.

Shipping to Sick Kids Microbiology:

- Ship on ice packs.
- Total time from collection to receipt in Sick Kids Microbiology laboratory <u>cannot</u> exceed 48 hours.

Specimen Shipping & Receipt / Handling at Sick Kids:

- Specimens should be shipped Monday to Thursday and received at Sick Kids by 5pm.
 - Deliver to: Microbiology Laboratory, room 3676, 3rd floor Atrium.
 - Specimens will be transferred to QFT Plus Blood Collection Tubes on receipt.
- After hours: Deliver specimens to the Rapid Response Laboratory room 3642.

<u>H. pylori Send-out:</u>

- Log in: MayoMedicalLaboratories.com
 - Click sign in (right top corner)
 - Email: MicrobiologySpecialQueries-MBX@siniahealthsystem.ca
 - Password: Microbiology___ (change every 180 days)
- Under Test Catalog (left top corner) enter ZMMLS, click GO
- Click ZMMLS-Antimicrobial Susceptibility, Aerobic Bacteria, MIC
 - Click Order This Test (green box, right top corner)
 - Enter all the information under:
 - Patient Information
 - Ordering Physician Information
 - Specimen Information
 - Test-Specific Information: Gastric Biopsy-Helicobacter pylori
- Billing Information: Payer choose client

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- Term and Conditions: check mark box "I have reviewed and order and accept these terms"
- Click Submit Now
- Print Forms
- Print Labels
- Sign out

Parasitology Send out:

- 1. For Parasitology, load the printer with the White Paper Stool Parasites PHOL Parasitology FormLogon to Softmic
- 2. Click 'Results' tab from the left screen side, open QC/Send out List and choose Parasitology New
- 3. Follow 4-6 steps from above, please stick the diagnosis label on the requisition.
- 4. Choose Macro for **O&P**. Macro will result all specimen as "@**PHOL**...." and interim all parasites **O&P** send out. All samples should have a **green!** after Macro is done Print out & file the work list in the BACTI send out binder
- 5. Pack samples into blue PHOL bag and put into walk in fridge
- 6. **UHN samples**: To print the PHOL forms go EPR under Microbiology then press PHOL form, scan or type Auxiliary order, type Y for yes or A for accept to print out the PHOL form(has all comments & diagnosis). Please stick a small label for LIS order number.
- ** Put the type of specimen and SAF if not printed **
- **Filarial (Tissue Parasites Form) send out to PHOL is EDTA BLOOD **
- **Acanthamoeba corneal scraping (Arthropods & Miscellaneous Parasites Form) send out to PHOL**
- **For Leishmania PHOL form print from EPR if UHN patient.

Legionella & Mycoplasma Send out:

- 1. For Legionella, load the printer with the White Paper Legionella Detection for <u>PHOLLegionella Form</u>/ White Paper<u>Urogenital Mycoplasma Culture for PHOL</u> <u>Form</u>.
- 2. Logon to Softmic
- 3. Click 'Results' tab from the left hand side, open QC/Send out List and choose Send Out List
- 4. Follow 4-6 steps from above.
- Choose Macro for Legionella/Mycoplasma... Macro will result all specimen as
 "@PHOL...." and interim all samples. All samples should have a green! <u>after Macro is</u> <u>done</u> Print out & file the work list in the BACTI send out binder
- 6. Pack samples into blue PHOL bag and put into walk in fridge
- ** Put the type of specimen and site if not written **

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- ** Use Urogenital Mycoplasma Culture for all respiratory samples from newborn **
- ** On each week Friday night pack all Urogenital Mycoplasma specimens in one brawn paper bag and store it in -70 freezers and on Monday or Tuesday morning the serology Technician 1 will take the bag out and pack it with DRY ICE then send to PHOL.

Mycology Send out:

- 1. For nail/hair/skin scraping for fungus, load the printer with the **White Paper** <u>Mycology Form</u>
- 2. Logon to Softmic
- 3. Open **'Results Entry'** and scan order #. Under CALCO and FUD choose **}PHOL** from keypad it will result specimen as **"@PHOL...."** and **ctrl 'I'** for interim
- 4. To print PHOL report press instant report (from the top toolbar), choose the correct printer, and format should be **MIC12**, press ok
- 5. Match names & LIS number, and pack sample with the PHOL report(no need to attach the LIS barcode) follow the same for all samples
- 6. Pack samples into blue PHOL bag and keep in planting area at room temperature ****** Put the type of specimen and site if not printed**

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BACTERIOLOGY MOLECULAR DETECTION SENDOUTS:

Molecular detection may be requested from a variety of specimens – all require permission prior to testing.

- 1) Physician is to contact the microbiology senior technologists to ensure there is enough sample remaining for testing.
- If sufficient sample is available, a UHN/MSH Request For Molecular Tests Form will be emailed to the requesting physician to begin the approval process as outlined on the Physician Procedure and request form for Ordering Molecular.
- 3) The physician will then proceed to contact appropriate individuals for specific test permission as listed below to complete the Molecular Test Form.
- 4) Once completed laboratory staff will proceed to prepare specimen for testing as per instructions below.

Mycobacterium Molecular Detection (includes AMTD, TB PCR, Mycobacterium PCR)

- Contact for permission: Requesting physician to call PHOL Customer Service for approval. Request will be documented on UHN/MSH Request For Molecular Tests Form and forwarded to a senior or charge tech through email to <u>MicrobiologySpecialQueries-MBX@mtsinai.on.ca</u>
- Lab orderables: MSH –use TBPCRX (G), UHN –cannot order in EPR but we will add TBPCR (I) and enter results here when they come back.
- PHOL Requisition: Print PHOL requisition –Press instant report, choose appropriate printer, format should be MIC10. Match names and pack sample with PHOL requisition to send out. Make sure "Test requested" area is filled in with test "TB PCR".
- Frozen tissue aliquots are acceptable if there is no more tissue sample left

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Bacteria Molecular Detection (includes 16sPCR, S.aureus PCR, etc.)

- Contact for permission: Requesting physician to call PHOL Customer Service for approval. Request will be documented on UHN/MSH Request For Molecular Tests Form and forwarded to a senior or charge tech through email to <u>MicrobiologySpecialQueries-MBX@mtsinai.on.ca</u>
- Lab orderables: MSH –use MPCRX (G), UHN –cannot order in EPR but we will add MPCR (I) and enter results here when they come back.
- PHOL Requisition: Print PHOL requisition –Press instant report, choose appropriate printer, format should be MIC10. Match names and pack sample with PHOL requisition to send out. Make sure "Test requested" area is filled in with test.

For approved Molecular Microbiology tests performed at Sick Kids hospital, complete the <u>Sick Kids Molecular Microbiology PCR order form</u>. Pack and send sample through <u>KJV Courier</u>.

Fungus Molecular Detection (includes Fungal PCR)

- Contact for permission: Requesting physician should contact the on-call UHN/MSH Microbiologist. Request will be documented on UHN/MSH Request For Molecular Tests Form and forwarded to a senior or charge tech through email to <u>MicrobiologySpecialQueries-MBX@mtsinai.on.ca</u>
- Lab orderables: MSH –use FPCRX (G), UHN –cannot order in EPR but we will add FPCR (I) and enter results here when they come back.

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 Sick Kids requisition: Complete the <u>Sick Kids Molecular Microbiology PCR</u> order form. Pack and send sample through <u>KJV Courier</u>.

MetaGenomic Analysis

- Contact for permission: Requesting physician should email Dr. Samir Patel (<u>Samir.patel@oahpp.ca</u>) for permission. Request will be on UHN/MSH Request For Molecular Tests Form and forwarded to a senior or charge tech through email to <u>MicrobiologySpecialQueries-MBX@mtsinai.on.ca</u>
- Lab orderables: MSH –use MGASX (G), UHN –cannot order in EPR but we will add MGAS (I) and enter results here when they come back.
- Send out with comment:

"This specimen has been sent to Public Health Ontario Laboratories (PHOL) for metagenomic analaysis (a research use only assay). Results will be communicated verbally directly from PHOL to the requesting physician, Dr.

______. If you have any questions or would like to receive a verbal result, please contact Dr. Samir Patel from PHL at 647-792-3172."

• Requisition: PHOL Requisition: Print PHOL requisition –Press instant report, choose appropriate printer, format should be MIC10. Match names and pack sample with PHOL requisition to send out. Make sure "Test requested" area is filled in with test.

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SEROLOGY SENDOUTS:

SoftLab Test Send outs to PHOL

- 1. Ensure sendout test is ordered, received and verified in the LIS.
- 2. Go to Print Scheduler. Choose the ALT RL10A REP = PHOL/OR HIV REPORT.
- 3. Page down to the Order# field and scan in or type the order number, choose the correct printer, press run, print out PHOL form
- 4. No need to put LIS Label on the PHOL form only exception is the UHN PHOL form attach LIS bar code
 - 5. Write dawn the test requested (e.g. Hepatitis B surface antigen, Parvovirus B19 IgG/IgM, CMV IgG/IgM, VZ IgG....) under section-3 Test(s) Requested Do not use PREVIOUS PHOL CODE(S) V05, S17...
- 6. Scan all samples into existing Task list '9SERO'. Save & Print task list when all send outs have been entered, choose Layout as 'TL-LIST' from drop down menu, and file in "Serology PHOL Send out Binder"
 - a. If tasklist is already printed or if sending out a sample from another bench, place an LIS sticker on printed tasklist for current date.
- 7. Refer to <u>PHOL_Courier</u> for sample preparation for send out.

CHECKING ORDERS FOR IGM PHL SENDOUTS (SENIORS/DESIGNATE)

- 1) Order 8COM
- Check Order Comments in Original Requisition Form / Order Comment Window for clinical information, UHN pts check diagnosis, history of ordering, last resort call doctor/ward if needed.

ACUTE FETAL INFECTION or? ACUTE FETAL INFECTION US (Ultrasound Findings) ACUTE, RECENT INFECTION or EXPOSURE

3) Document in 8COM
 Result Tab –IgM sent to PHL
 \ M: Enter Clinical Information
 Also In- Patient: ordered in EPR or MSH or no Req. Form submitted

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- 4) Match patient information, match Orders in SOFTLAB with PHL printed form,
- 5) For PARVO Ig M, remove auto-comment "Not sent out " and "Not tested @nci" replace with "*NOTE*@ MOH", Technician will verify once sent out.
- 6) Add coloured label "Please do not cancel tests requested"
- 7) Scan all documents including PHOL printed form in SOFTMEDIA under the Order.
- 8) Give all forms back to Technicians for processing.

GROUP ORDERS Group Tests	Tests Included	Testing Lab
MMR Titers /Immune Status	Measles IgG Antibody	PHOL Serology
	Mumps IgG Antibody	PHOL Serology
	Rubella IgG Antibody	MSH Micro
MMRV Titers /Immune Status	Measles IgG Antibody	PHOL Serology
	Mumps IgG Antibody	PHOL Serology
	Rubella IgG Antibody	MSH Micro
	Varicella IgG Antibody	MSH Micro
TORCH TITER IgG PANEL	Toxoplasma gondii IgG Antibody	PHOL Serology
TORCH Screening (Immune Status)	Rubella Virus IgG Antibody	MSH Micro
	Cytomegalovirus (CMV) IgG Antibody	MSH Micro
	Herpes Simplex Virus (HSV) IgG Type 1 and Type 2 IgG Antibody	PHOL Serology
TORCH Screening IgG & IgM	Toxoplasma gondii IgG Antibody	PHOL Serology
(Immune Status and Active Infection)	Rubella Virus IgG Antibody	MSH Micro
Based on Clinical Information	Cytomegalovirus (CMV) IgG Antibody	MSH Micro
	Herpes Simplex Virus (HSV) IgG Type 1 and Type 2 IgG Antibody	PHOL Serology
	Toxoplasma gondii IgM Antibody	PHOL Serology
	Rubella Virus IgM Antibody	PHOL Serology
	Cytomegalovirus (CMV) IgM Antibody	MSH Micro
	Herpes Simplex Virus (HSV) IgM - TEST NOT AVAILABLE	NOT AVAILABLE

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Prenatal Screening (MSH):

- 1. Samples are stored in the Virology specimen fridge in a basket labeled Serology
- 2. Separate prenatal from fertility & Reproductive clinic (MIREF) samples
- 3. Logon to Soft Lab
- 4. Scan specimen barcode in "Order Entry" and compare test codes ordered in LIS with requisition (9HIV: Prenatal HIV, 9HAG: Prenatal Hepatitis B surface Antigen, 9RUB: Prenatal Rubella IgG AB, 9VDP: Prenatal syphilis screening)
- 5. Receive all tests under 'Specimen' tab but do not verify
- 6. If a HIV requisition is attached with the regular prenatal requisitions, remove HIV requisition and discard. **Do not separately send a sample for HIV**
- 7. Check to make sure Dr. Mazzulli's name is stamped in (section-1 Clinician/Referring Laboratory) on Prenatal screening requisition
- 8. Write referring Dr's name from LIS/requisition under Clinician ID and "cc" ie: cc: Dr. Smith.
- 9. Place LIS barcode label on requisition if not present and check the name matches on requisition and blood tubes
- 10. Once finished processing all samples, create a new task list '9SERO' and scan each sample
- 11. Save & Print task list when all send outs have been entered, choose Layout as 'TL-LIST' from drop down menu, and file in "PHOL Send out Binder"
- 12. Arrange all samples in order in sample foam and keep PHOL forms in order as well; pack both in a clear plastic zip lock. Put everything inside blue PHOL bags and store in walk-in fridge until morning pick-up

Prenatal Screening (UHN): Without Requisitions

- 1. Logon to Soft Lab, scan specimen barcode in 'AUX ORDER'
- 2. Receive all tests under 'Specimen' tab but do not verify
- 3. Attach LIS barcode label on each tube match names.
- 4. Log in EPR, select Microbiology then select Prenatal report
- 5. Scan or type the EPR Auxiliary number, type 'A' to accept and 'Y' to print out the PHOL form
- 6. Attach LIS label to the prenatal form and match the names
- 7. Please follow steps 7-12 above

*If additional send out tests are requested (other than the 4 specified on the prenatal requisition), print another PHOL form from LIS and add the extra tests

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NICU HIV Testing

For Blood samples (whole blood in EDTA) received from the NICU for **HIV PCR**. These are **STAT** tests. Please process immediately upon receipt.

- 1. Test will be already ordered in Powerchart. If not, please add HIV PCR (9HIVP) and <u>verify the send out.</u> This is important, an auto email is programmed to send out once verified.
 - Serology is not necessary. If ordered, do not cancel. Send to PHOL with HIV PCR ordered as well. PHOL is aware PCR is priority if specimen quantity is an issue.
 - i. Please email Susan Guest (MSH) if the incorrect test has been ordered by the nurse
 - If CD4 is requested and two blood tubes are sent, you may forward one to core lab. If CD4 is requested and only 1 tube of blood was sent, please forward to PHOL for HIV PCR only.
- 2. Print Requisition using Print Scheduler "HIV PHL form" and write <u>Baby HIV PCR</u> on the requisition.
 - Bring sample promptly to a senior. The senior must fax a copy of the HIV requisition form to PHOL HIV/HTLV contact at 416-235-6194. The senior technologist will email <u>SupplementalVirologyLab@oahpp.ca</u> that a sample is coming.
- 3. Package specimen in its own brown paper bag labelled as "Baby HIV PCR"
 - Send EDTA Whole Blood
 - <u>Do NOT centrifuge</u> the blood
- 4. Specimen are to be sent with the morning PHOL shipment (10:30) Mon-Friday.
 - Specimen which misses the routine morning pick-up can be sent the next morning. From specimen collection, test must be performed within 5 days.

Antistreptolysin O Titer (ASOT) Testing

- 1. Testing REQUIRES microbiologist approval. Ensure a microbiologist has approved before sending out.
- 2. Serum is required for ASOT testing.
- 3. Accession/Receive sample in LIS.
- 4. Prepare a Hospital for Sick Kids serology requisition
- 5. Send sample according to TGD regulation to Sick Kids by KJV Courier.

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Fertility and Reproductive Health Requisitions

- 1. Samples are stored in Virology specimen fridge in a basket labeled Serology
- 2. Separate prenatal from fertility & Reproductive clinic (MIREF) samples
- 3. Logon to Soft Lab
- 4. Scan specimen barcode in 'Order Entry'
- 5. Re-order tests requested on requisition as 9 Serology codes in LIS (e.g. Parvovirus B19 IgG = 9PARG...)
- 6. Receive all tests under specimen tab
- 7. All tests should include the comment saying "The sample has been sent to the Ministry of Health Lab (PHOL)....." Add comment if not present: '\' 'F5' 'choose #1'
- 8. Verify all tests
- 9. **Print PHOL Form:** See Printing Serology PHOL and HIV forms from Soft Lab

Zika Virus Serology to PHOL

For full information visit PHOL Test Information Sheet website for Zika Virus

Routine: Specimens:	2 Blood tubes required:1 serum tube (+ 1 extra Serum recommended)
Other Specimens:	Test must be pre-approved by Dr. Tony Mazzulli 5mL Urine 400uL Amniotic fluid, tissue or CSF

Required information needed for Zika Virus:

The required information is mandatory upon ordering in EPR/CERNER and can be found in the LIS order comment when accessioning specimen.

The required information is as below:

- Relevant travel history (countries travelled to in the preceding 3 months)
- Dates of travel
- Symptom onset date
- Symptoms (e.g. fever, rash, arthralgia, conjunctivitis)
- Date of specimen collection •
- If female, indicate if the patient is pregnant

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• History of receiving any flavivirus vaccine (e.g. Japanese encephalitis vaccine, yellow fever vaccine)

Order and Shipment instructions to PHOL:

EPR (UHN)

- LIS order: 9ZIKX (Zika Virus IgM Antibody) ZIPCR (PCR for Zika Virus)
- PHOL Form: Print PHOL form from EPR; All clinical information will be printed. Send form with 2 serum specimens.

Cerner (MSH)

- LIS order: 9ZIKX (Zika Virus IgM Antibody) ZIPCX (PCR for Zika Virus)
- PHOL Form Print PHOL for using standard PHOL serology format.

Other:

- Blood and Urine specimens: store at 2-8°C, ship to PHOL on ice packs.
- Other specimens: store at 2-8°C, ship PHOL on ice packs
 - if delivery of "other specimens" to PHOL will take more than 72 hours, specimens should be frozen and shipped on dry ice.

Testing:

Serology TAT is 6-8 weeks Molecular testing TAT up to 14 days STAT testing not available

SIMIAN B VIRUS PROCESSING

TECHNICIAN:

SIMIAN B VIRUS BASELINE Sample taken from TGH New Employee in Animal House for Baseline

- 1. Do not enter in LIS
- Enter Information in EXCEL File T:\microbiology\Virology\Simian B Virus Storage

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Enter Last Name. First Name, Date Received and Box #

- 3. Store serum in Simian Freezer MIT7 according to next available Freezer Box
- 4. Scan Requisition in V Drive /Microbiology /ScannedRequest/Planting File Name: example SimianBVirus20210428

TECHNOLOGIST:

Simian B Virus Antibody Testing

- 1. Samples and requisition are prepared by OHS at TGH.
- 2. Ship samples on dry ice to

Dr. Julia K Hillard National B Virus Resource Center, Georgia State University 161 Jesse Hill Jr. Drive, Atlanta GA 30303

3. With FEDEX Waybill, include CDC Permit to Import or Transfer Etiological Agents or Vectors of Human Disease.

http://biotech.gsu.edu/virology/PDFs/DHS_Import_Documents_2017.pdf

- On FEDEX on –line form, change the Bill transportation to "third party" enter UHN OHS Cost Centre OHS Cost Centre #711209015
- Email/ phone National B Virus Resource to inform prior to shipping for them to schedule sample for testing Email: <u>bvirus@gsu.edu</u> Phone: 404.413.6550 Fax: 404.413.6556
- 6. Examples of requisition, CDC form and FEDEX form and how to fill up the documentations can be found in send out book

Requisition Form:

http://biotech.gsu.edu/virology/PDFs/2015%20Submission%20Form.pdf UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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Strongyloides Serology

- 1. Notify PHO <u>before</u> sending a priority specimen by contacting our Customer Service Centre at 416-235-6556 / 1-877-604-4567
- 2. Ship priority specimens separately from routine specimens in a clearly marked package (in accordance with the Transportation of Dangerous Goods Regulations) indicating "Priority" for easier retrieval.
- **3.** We will use this bag to transport the samples with special stickers attached in each requisition form.

VIROLOGY MOLECULAR DETECTION SEND OUTS

Hepatitis B DNA and Hepatitis C RNA Send out

- 1. <u>**Print out PHOL form:**</u> Log on in EPR, press Microbiology then choose PHOL form, scan EPR#, press OK, type A for accept or Y for Yes
- 2. Log on to Soft Lab
- 3. Scan Auxiliary number into LIS Order entry
- 4. Click on 'Specimen' Tab, 'Receive all' print and label the blood purple tubes one for 9HBVD OR 9HCVQ and the other tube as 8ALI, attach a small barcode label to PHOL(EPR) form beside patient's name
- 5. Pack the tubes in the foam and send them to 6^{th} floor
- 6. Pick up samples from 6th floor
- 7. Check if the sample is from **Liver Clinic** place the 2nd aliquot in designated rack in the fridge to be sent to TWH Liver Clinic the following day
- 8. If **not** from Liver Clinic place 2nd aliquot in freezer box for HBVD or HCVQ
- 9. Both Quantitative HCV RNA & Genotype can be written on the same PHOL Form send one tube to PHOL(double the volume)
- 10. Place 9HBVD OR 9HCVQ/9HCVG aliquots in designated rack in the freezer for the next morning to send to PHOL
- 11. The next morning Technician 2 Scan ALL 9HBVD/9HCVQSamples on the Task list (create a new 9SERO & save it) separately,
- 12. Go to Batch Resulting Work list, choose task list, scan Task list ID-put 9HBVD or 9HCVQ on test box, press OK, the list will show up, mark all, press add result, click the small box verified all then ok, save your work
- 13. Pack all 9HBVD, 9HCVQ/9HCVG aliquots in a white box sort them all in order with the PHOL form, pack both in a clear plastic zip lock
- 14. All PHOL samples are packed in blue PHOL bags to be ready for pick-up Mon-Fri at

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11:00am

HIV VIRAL LOAD FOR MSH patients only

Do not enter in Softlab

Specimen Type Required: EDTA or PPT (inert gel and spray-dried K2EDTA anticoagulant)

- 1. Match sample label information with patient's information in requisition form.
- 2. Complete Section 5: B and D of HIV Viral Load Test Requisition Form; C (if sample

will be frozen)

Lamivudine (3TC)	зтс	Reyataz (Ataza	navir) ATV	Vo	ocabria (Caboteg	gravir)	CAB			
4 - Comments:										
5 - Collection Infor	mation	Sections A, B a	and C must be com	pleted by	/ the submitter	accordir	ngly with e	ach sample :	submitted.	
A. Collected (yyyy-mm-do	d):	Time (24hr - HH:	MM) Initials:	C. F	rozen (< -20°C	С) (уууу-	mm-dd): T	lime (24hr - H	HH:MM)	Initials:
B. Plasma separated (yy	yy-mm-dd):	Time (24hr - HH:	MM) Initials:	D. R	eceived (yyyy	-mm-dd): T	lime (24hr - H	HH:MM)	Initials:
CONFIDENTIAL WHEN The personal health informat purposes specified in the On	ion is collecte	d under the authorit								Ontario 🕅

purposes specified in the Ontario Agency for Health Protection and Promotion Act, 2007, s.1 and will be used for surveillance and other public health purposes. If you have questions about the collection of this personal health information please contact the PHOL Manager of Customer Service at 416-235-6556 or toll free 1-877-604-4567. Form No. F-C-HV-139-008 (2023-04-18)

- Label one 3ml empty tube with Patients Last Name, First Name and MRN and Date of Birth,
- 4. Aliquot minimum 2.5 ml of plasma. Store original tube in Done Alinity Rack for scanning
- 5. Sample received after PHL pick up time 11AM (Monday Friday)

As per PHOL Submission and Collection Notes

"Plasma can be stored and/or transported at 2° C - 8° C for up to 6 days after

separation or at \leq -18°C for up to 12 weeks. For extended storage of plasma must be frozen at \leq -60°C."

- 6. Document by writing patient information and test requested in PHL Send out logbook
- 7. Send sample with to PHL with completed Viral Load Requisition Form.

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TWH Liver Clinics:

Samples are sent Tuesday -Friday at 09:00 am Place a sticker on bag (blue bags used for UHN samples) samples on Friday after 9:00am should be frozen at -20C. The TWH liver clinic will send someone on **Mondays** to pick up the **Frozen Samples**.

LIVER CLINIC (aliquots)

- 1. Save all Liver Clinic aliquots in fridge MIRT13 do not put in freezer
- 2. Send the aliquots the following day. Place sample inside the Blue Bag with ice pack and Sticker / Label at Plating Area- Deliver to UHN rack
- 3. Prepare a sticker or label package as:

To: TWH Core Lab

PLEASE CALL 6232 FOR PICK-UP

Measles/Mumps Diagnostic IgM/IgG Serology or PCR Send out

- Nasopharyngeal, throat swab, urine or CSF can be tested for measles PCR
- Buccal swab, throat swab, saliva, urine or CSF can be tested for mumps PCR
- Serum is used for Mumps/Measles IgM testing.
- 1. Receive, print and complete a MIC10 format PHOL report from result entry in the LIS.
- 2. Pack the sample according to TDG guidelines.
- 3. Email ICP of submitting hospital specimen was received and is being to PHOL for Mumps / Measles testing with specimen LIS#.
- 4. Phone PHOL customer service first to let them know a sample is on the way for the next available run. If unable to reach customer service, contact **Duty officer 416 605 3113**
- 5. <u>Send samples by KJV</u>. Send specimens to PHOL once per day at 6am during weekdays.

Note: If STAT testing is requested, IPAC or requesting physician can contact and arrange STAT testing directly with PHOL.

Monkeypox Sendout

See <u>Monkeypox Procedure</u>

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Middle Eastern Respiratory Syndrome Coronovirus – MERS-CoV / AVIAN FLU PCR Send Out

Specimens for MERS-CoV testing will be processed same day if received by PHOL by noon.

All primary specimens can be handled in a containment level 2 lab.

Public Health Agency of Ontario instructions regarding specimen collection for MERS-CoV that includes appropriate specimen types, biosafety procedures: <u>http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/guidance.aspx</u> Instructional video regarding NP swab collection <u>http://microbiology.mtsinai.on.ca/research/icuInfluenza/noseSwab.asp</u>

- 1. Requests for MERS-CoV or Avian flu requires STAT notification to:
 - ICP for the relevant hospital/ward to be paged;
 - Prior to specimen submission, contact PHO's Laboratory Customer Service Centre at 416-235-6556/1-877-604-4567 or the After-Hours Emergency Duty Officer at 416-605-3113.

NOTE:

- Ensure the clinical information is available before calling PHOL
- Page microbiologist-on-call for any missing information as identified by PHOL Customer Service/After-Hours Emergency Duty Officer
- 2. Clinical information is **required** by PHOL
- 3. Specimens requested can include:
 - Upper respiratory tract: NP swab AND throat swab
 - Lower respiratory tract: sputum or BAL
 - EDTA blood (purple top tube)
 - If the patient has gastrointestinal symptoms, submit a stool sample in a dry sterile container do not use other transportation media containers such as Cary-Blair.
 - acute (when patient first seen with acute respiratory illness) and convalescent (21 to 28 days after illness onset) serology

Note for suspected Avian Flu respiratory specimens:

- Heat inactive primary specimens
- Perform Flu/RSV testing in house on Aries platform
- Send specimen to PHOL for AVIAN Flu PCR whether in-house flu is positive or negative

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- 4. Receive, print and complete a MIC10 format PHOL report from result entry in the LIS with clinical information.
- 5. Pack the sample according to TDG guidelines. Mark package as "STAT" testing.
- 6. Notify PHOL customer service if not done by IPAC and <u>Send samples by KJV</u> to PHOL immediately. Contact PHOL **Duty officer 416 605 3113** if unable to reach customer service.

WNV Molecular Testing to PHOL

Non-donor/non-recipient blood and CSF for WNV molecular testing needs approval of the Microbiologist-on-call

Zika Virus Molecular Testing to PHOL

Please submit Mandatory Information Intake Form for Zika Virus Testing together with PHOL Requisition Form, refer to PHOL website for form if required.

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OTHER MISCELLANEOUS NATIONAL (NON-GTA) AND INTERNATIONAL SEND OUT SPECIMENS

Other miscellaneous routine specimens require testing to reference laboratories outside the GTA. These specimens are sent daily through Fedex.

- 1. Using the <u>Sendout Shipping Information Table</u>search for the specified test requested. Information on sample type, requisition, packaging and shipping addresses among other information can be found in this table.
- 2. Once the specimen is accessioned in the LIS, parafilm the container lid and put the specimen in a plastic biohazard bag containing and <u>absorption pads</u> (to absorb any possible spills). (You can use the plastic SAF T Pak bag). Place requisition in the outside sleeve of the biohazard bag.
- 3. Package bagged specimen(s) as per<u>TDG guidelines</u>. Ensure to affix sender and recipient address labels.
- 4. See Specimen packaging section for Fedex specific packaging instructions
- 5. See <u>Courier</u> section for requesting Fedex.

Note: all Chlamydia positive rectal swabs will be reflexed for LGV testing and sent to NML.

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COURIERS

	Courier	Monday - Friday	After hours/ Weekends/ Holidays
tine	Life Labs Courier (UHN, CAMH, Bridgepoint)	Delivery: 8:00am-9:00pm & 1 :00am, 4:00am	Delivery: 8:00am-5:30pm
Routine		Pick up: 8:00am - 8:00pm	Pick-up: 8:00am-5:00pm
	PHOL Courier (PHOL specimens)	Pick up only: 10:30am	N/A
	Fedex Courier (Non-GTA routine specimens)	Pick up only: 4:00pm	N/A
Special	KJV Courier Transportation not mentioned above	9:00am- 5:00pm (online)	Anytime (by phone request)
	Taxi (If all above unavailable)	Anytime	Anytime

Life Labs Courier Specimen Transportation

Life Labs courier is used for transportation of specimens between UHN and UHN client hospitals.

To send out a sample using Life Labs Courier:

- 1. Place specimens in a biohazard specimen bag. If there is a requisition, place it in the outer sleeve of the bag.
- 2. Ensure final packaging is a <u>Blue</u> Life Labs Courier Bag within the hard plastic container.
- 3. Ensure the insert at the top of the bag, indicates receiver hospital.

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4. Place Life Labs Courier Bag on the shelf beside the microbiology specimen receiving window.

PHOL Courier Specimen Transportation

PHOL courier is used for transportation of routine specimens to PHOL.

To send out a sample using PHOL Courier:

- 1. Place specimens in a biohazard specimen bag, with the <u>PHOL requisition</u> in the outer sleeve.
- 2. If applicable, arrange all samples in order in a foam carrier. Keep requisitions in the same order as the samples and place both in a clear plastic zip lock bag
- 3. Ensure final packaging is a <u>Blue</u> PHOL Courier Bag within the hard plastic container.
- 4. Place PHOL Courier Bag in a fridge if courier is not coming imminently, if not place the Courier Bag on the trolley by the serology specimen management bench.

For PHOL directions and location for all deliveries (including after-hours, weekends and STAT specimens) see link: <u>PHOL Directions and Receiving Dock Instructions</u>

Note: For STAT deliveries, contact PHOL **Duty officer 416 605 3113** if unable to reach customer service.

FEDEX Courier Specimen Send Out

Fedex courier is used for International and National non-GTA routine miscellaneous specimens.

To send out a sample using Fedex:

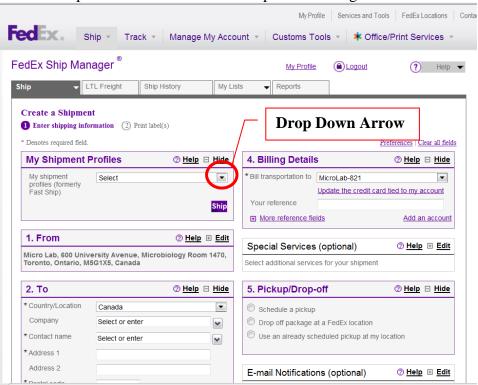
- 1. Package specimen(s) as per<u>TDG guidelines</u>.
- 2. For Courier service go to : <u>http://www.fedex.com/ca_english/</u> Log in using current ID and password.

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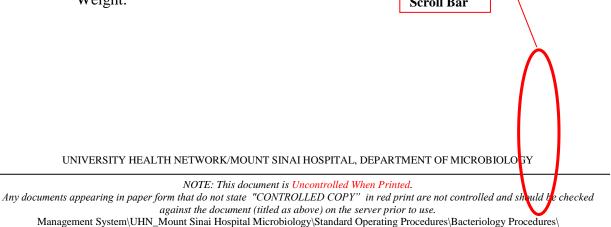
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- 3. Complete a FedEx Express form online.
 - a. After logging in, the following window pops-up.

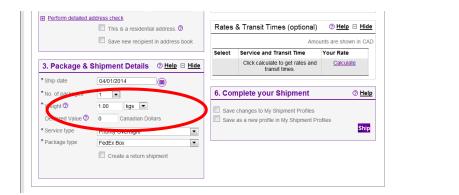
In the first section-My Shipment Profile, click drop down arrow and choose the the name of the person to whose attention shipment is being sent.



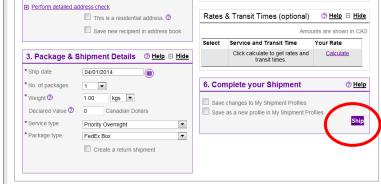
b. Scroll down to the Package & Shipment Details, fill in No. of packages and Weight.



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c. Click "SHIP" in section 6



d. Click "Ship" in the section of Confirm your shipment details

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From Micro Lab Mount Sinai Hospital 600 University Avenue Microbiology Room 1470 Toronto, ON Canada M5G1X5 4165864432 Tor Dr. Michael Mulvey David Boyd National Microbiology Laboratory Nosocomial Infections 1015 Arlington Street, Suite T2380 WINNIPEG, MB Canada R3E3R2 204-789-5000	Ship date Number of packages Total weight Declared/Carriage Value Pricing option Service type Package type Dimensions Bill transportation to Your reference Pickup/Drop-off P.O. no. Invoice no. Department no. Special Services	04/01/2014 1 1.00 kgs 0.0 CAD Priority Overnight FedEx Box MicroLab-821 Use an already scheduled pickup at my location	

e. A screen will appear displaying your waybill. Print TWO copies of the waybill.



4. Retrieve a FedEx International Shipment Documentation holder. Open the purple zip-lock holder and place the completed <u>FedEx sheet</u> face up (so that information is showing on the clear plastic side with all barcodes showing).

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- 5. Affix the prepared FedEx International Shipment Documentation holder outside the prepared package. Ensure Sender and Receiver addresses are also on the outside of the package. Ensure final specimen packaging is labelled UN3373.
- 6. Staple the sender's portion of the FedEx Express online form to the photocopied send out requisition and file in the **Shipping Documents Binder** on the send out bench.
- 7. Leave the completed FedEx Clinical Pak package for pickup by FedEx on the ledge at the reception desk outside the Lab. near Secretary's desk. The courier makes pickup at 16:00 hours Monday to Friday.

KJV Courier Specimen Transportation

KJV Courier service is used for any GTA deliveries not serviced by routine couriers during regular hours or for deliveries outside of regular courier hours see <u>Courier Table</u>.

To send out a sample using KJV:

- 1. Package specimen(s) as per TDG guidelines.
- 2. Ensure final specimen packaging is a SAF T PAK labelled UN3373.
- 3. For Courier service:
 - a. If KJV's service is required on Monday-Friday between the hours of 9am to 5pm use their website online to request their services by following to Step 4.
 - b. If KJV's service is required after hours (outside 9am 5pm), on weekends or holidays, call 647-212-2395 to request their service. Follow instructions given as per phone conversation.
 If wait time is longer than expected, call for delivery by taxi using STAT Transportation by Taxi Procedure QEPMI5007i
- 4. Click KJV website link to open website: <u>http://www.kjvcourier.com</u> Beside "Existing Accounts" click "Online Services"
- 5. Enter Account No. & Password and click "Yes" circle for saving account number on this computer. Then click on "Login".

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- 6. On the Main Page under Main Menu: Click on "Enter New Order". A page will pop up to create a "New Order" page.
- 7. Under Main Menu:
 - a. Click the down arrow $\mathbf{\nabla}$ to access the drop down bar at the top of the form, select an address for **pick up** and click select to the **left**.
 - b. again, click the down arrow ▼ to access the drop down bar at the top of the form. This time select an address for delivery and click select to the right.
 Addresses will automatically populate.
- 8. Complete remaining form filling in all sections with *asterisks and any "Special Instructions".

For the sections below always select the following:

- a. Person Placing Order \rightarrow Use your own name or "Microbiology Tech"
- b. Service \rightarrow Same day VIP
- c. Vehicle \rightarrow Car
- d. Number of Pieces \rightarrow Type in number
- e. Description \rightarrow Parcel
- 9. Click on "Continue" at the bottom of the page to proceed.
- 10. After you confirm order information is correct, select Process
- 11. After you process the order, a Waybill Page will pop up.
- 12. Print Waybill page and keep it open. Secure the bottom half of the page; "KJV's Copy" onto the package. The top half of the page is not needed.
- 13. Go back to the Waybill and save a copy in the file "KJV Courier Waybills" found here: T:\Microbiology\KJV COURIER - Waybills. Save the file as the date. (eg. 2015.04.21)
- 14. Once Steps 1-9 are completed, click on "Return to Main" in the middle of the page and SIGN OUT.
- 15. Leave the packed specimen on the Specimen Management Bench Sorting Area for pick up

For PHOL directions and location for all deliveries (including after-hours, weekends and STAT specimens) see link below:

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PHOL Directions and Receiving Dock Process

TAXI Specimen Transportation

- 1. Package bagged specimen(s) as per<u>TDG guidelines</u>.
- 2. Ensure final specimen packaging is a SAF T PAK labelled UN3373.
- 3. Refer to STAT Transportation by Taxi Procedure QEPMI5007i for instructions on sending specimens by Taxi.

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Related Documents:

Document Title	Document Number
Sendout Shipping Information Table	
Referred Out Test Results Entry	
Post-Analytical - Refer-out Test Results Reporting	QPCMI18001
Procedure	

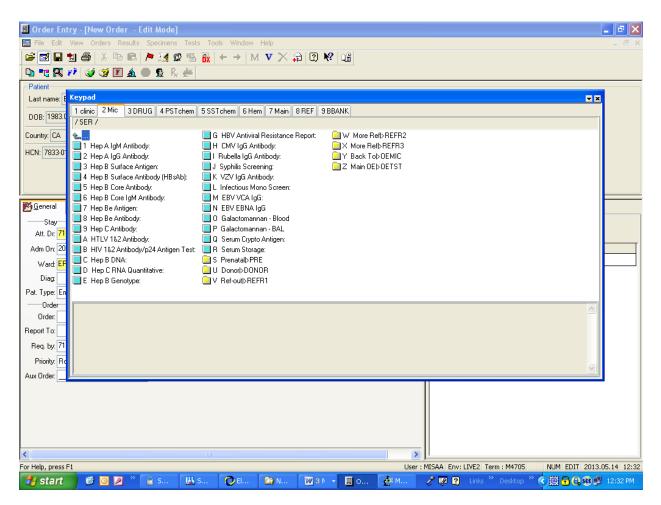
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APPENDIX I: SEROLOGY TESTS ORDERING SCREENS

Table 1: serology in house from 1-R



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Table 2: serology-prenatal

🗐 Order Entry	- [New Order -	Edit Mode]										_ = X
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_ Patient												
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Priority: Ro											~	
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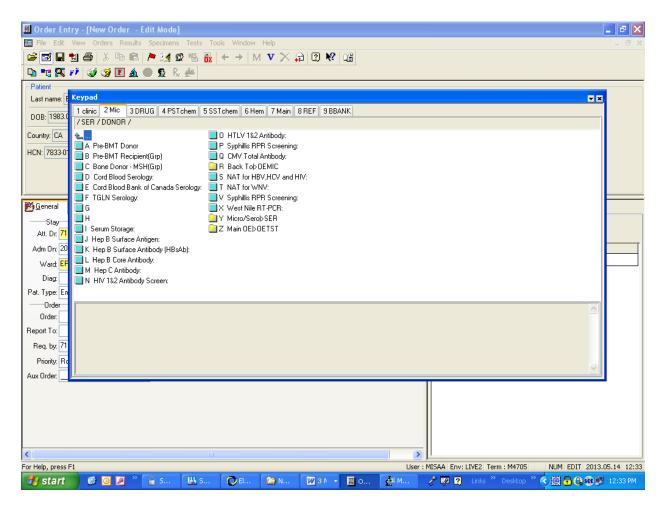
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Table3: serology-donor



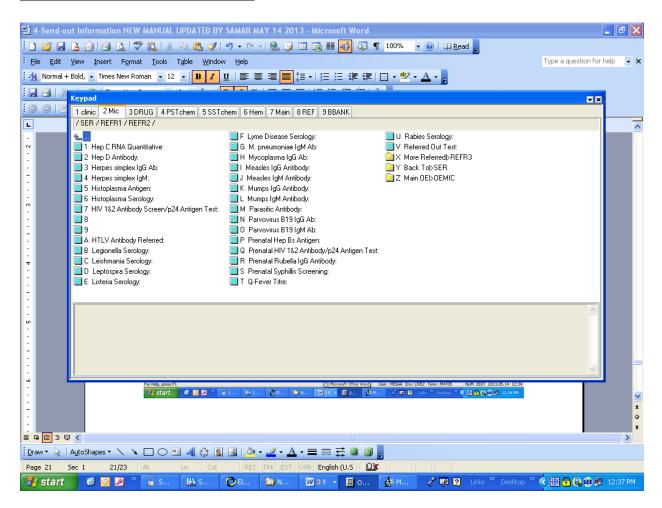
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Tables 4, 5 & 6: serology-refer out

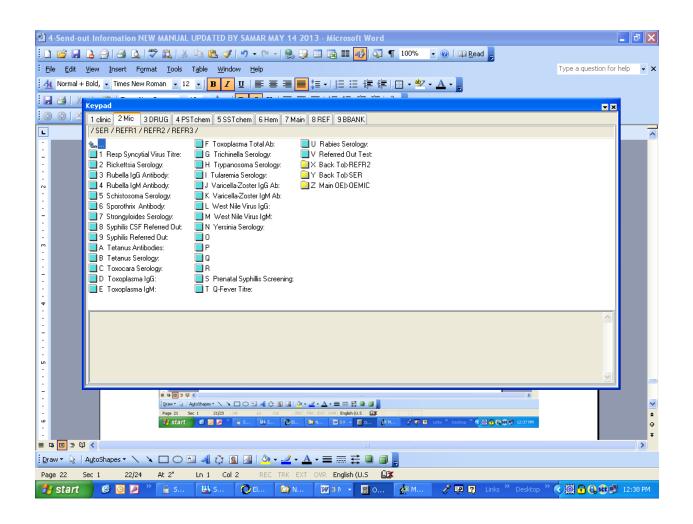


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APPENDIX II: VIROLOGY/SEROLOGY PHOL PENDING LIST

Procedure in LIS:

- 1. In SoftLab, open "Resulting Worklist".
- 2. Use Template "**9REF**"; specify date range (i.e. From 4 months ago until 2 weeks prior); status use "Pending+Non-verified"; include both received and unreceived samples (uncheck "Received only")

elect tests by Templa	ate 👻		
Template: 9REF	■ALL SEROLO	GY REFERRED	OUT TESTS
arch Criteria			
Status:	Pend + Nonver	•	
From order#:	\$7010000	To:	T1139999
From date:	2017.11.01 💌	To:	2018.03.13 👻
	Received only	Priorities:	
Specimen Stop			
Status:			•
Location:			•
Place:			

3. Once pending list appears, right click mouse anywhere on this list to customize what columns to display.

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				cimens Results Diffpad Worklist		And the second se				- 8
≝ • #	TAT Status	1.022		COM B S I ← ← → → Name (last, first, middle)	Ward	(Dx (2) R? [4] Tests	: 🕵 🕫 🥩 🥩 🗉	C Time	R Time	Patient Info
51		R	\$9161795	WILLEMSMA, JUDY	LHSCD	9HSG1		12:54	12:32	Name (last, first, middle): MSH 1771, MSH 1771
72	3	R	T0061235	HUSSAIN, SHAHABUB	LIVCL	9HBD1		10:40	14:35	MRN: MSH1771 Sex: F Age: 30
13	\$	R	T0061679	HU, SIMON	LIVCL	9HBD1		12:08	16:22	
14	\$	R	T0061715	KWOK, FANNY WAIMAN	LIVCL	9HBD1		11:36	16:21	Order Info
15	\$	R	T0061762	CHOW, HON FAI	LIVCL	9HBD1		11:29	16:07	Order: T0260692 Prior: R Aux#:
16	\$	R	T0061963	KOLA, KOSTANDIN	LIVCL	9HBD1	T <u>A</u> T Filter	12:44	16:06	• <u> </u>
7	\$	R	T0062352	ZHENG, ENHAO	LIVCL	9HBD1	Print •	13:41	16:05	Comment 😰 Coll/Rec 🛋 Verify
18	\$	R	T0062355	LEUNG, YIU TONG	LIVCL	9HBD1	🗒 Order Entry /	13:39	16:01	
99	\$	R	T0071949	HEDDERSON, SEAN GERARD	IDEF	9HBD1	🕵 Lab Results Query	10:15	15:40	💣 Verify All 🖑 Check 👹 Canned Msg
7 10		R	T0080277	SAVAGLIO, RITA	ICU	9HSG1,9CMM1	🐔 Specimen Tracking	07:02	10:52	🎽 🏴 Flags 🛛 🙀 Def Res 🧬 Tst Hist
5 11		R	T0080628	RUMBLE, GAIL	15B	9HIS1	View Hosparam	06:40	10:51	ET Formulary
112	\$	R	T0090693	JOSE, MANUEL JUANEZA	LIVCL	9HBD1	🔞 Customize	07:19	14:55	T Ord T Ind Result FI
313		R	T0110533	ZAROD, ADAM KRYSZTOF	6CBEN	9HPY1		07:41	12:55	
3 14	\$	R	T0133209	ZOU, ZINFENG	PMOCC	9MEA1,9MU1		20:34	20:34	
3 15		R	T0152160	PARK, SARA MARIE	SPPA	9VZ1		13:23	19:18	
ት 16		R	T0191601	BARRETT, DEAN CHARLES	WEP	9TSC1		19:57	18:45	
3 17	\$	S	T0200816	CHAGANY, ABDULREHMAN	ICU	9CMM1		13:36	13:36	
18		R	T0202803	SHAW, BIBI ISHAI	TDIS	9TSC1,9HPV1,9PST1,9	SCH1,9BBR1	14:23	12:24	
3 19	\$	R	T0232274	LEBAR, MIRYAM ROSA	TDIS	9PST1		12:59	09:44	
۵ ۲		R	T0260692	MSH 1771, MSH 1771	OHS	9TSC1		08:10	12:08	
3 21		R	T0261827	JI, SHAO	TDIS	9PF1		11:28	15:26	
3 22	12	R	T0262496	IAO YUNG-WO	LIVCI	9HBD1		14:29	18:08	

Note: the column parameters in Red box are what appear at default.

4. Add to show columns C Date (Collection Date) and R Date (Receive Date) by selecting each of those on the *left*, then press the "->" Key.

REMOVE the C Time (Collection Time) and R Time (Receive Time) by selecting each of those on the *right*, then press "<-" Key.

Press OK.

Available columns:	Show these columns in this order:
Auxilary# C Time E Tr. Doctor ID	 ➢ TAT Status Pr. Order# Name (last, first, middle) Ward Tests Template C Date R Date
Restore Defaults	

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5. Once list appears again, filter first by <u>Receive Date</u> by pressing on the "R Date" column tab until all the <u>unreceived</u> samples appear on the top (the "R Date" would be BLANK). <u>Cancel</u> ALL orders that were not received by lab for \geq 7 days as follows:

Result field: CANCELLED

Comment field: This specimen was documented as collected but not received

by the Microbiology/Virology Laboratory after 7 days. If this test is still

required, please place a new order.

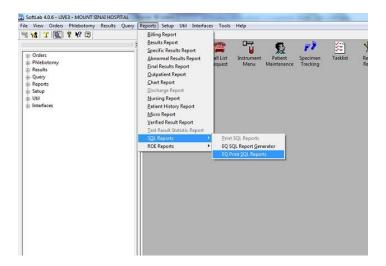
6. Sort the Pending List by <u>Ward</u>. Result all tests ordered under any Occupational Health and Safety wards (i.e. OHS, GOCC, PMOCC, WOCC) with:

"Report is sent directly to Occupational Health and Safety."

Verify results!

- 7. Refresh the Pending List by pressing "
- 8. Sort the Pending list by <u>Receive Date</u> again so that oldest specimens received are at the top.
- 9. Go to SoftLab Desktop \rightarrow Reports \rightarrow SQL Reports \rightarrow EQ Print SQL Reports

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10. Once screen bridges to SQL Report program, use arrow keys to scroll to and highlight "PENDING_PHOL". Press "V" for View (Red Circle).

For user:	Group:				
MSH_testPatTyp Multi_Tst_set OE_CATEGORY ORDERS_BY_CL12 ORDERS_REPTO_J ORDER_TAGS ORD_COMMENTS1 Ord_by_Wrkstn OrdersByTech2 PEND_tw_kstn PHNS_TST_CT	MSH_Phm7LCAFF MSR_BY_CLINIC NO_DIAGNOSIS ONE_ORDER ORDERS_BY_CLID ORDERS_RRL ORDS_BY_SLLCD ORD_COMMENTS2 Ordbytchwrdnc OrdersByTechDER PHD_BY_ORDER PHARMACY	MSH_Phm7LDRUG MedicalDaycare NSQSpecimen OP_stays ORDERS_BY_DOC ORDERS_PTYPE ORDS_BY_D_ASC ORD_COMMENT_EM ORDSEBY_D_ASC ORD_COMMENT_EM Ordbytechward OrdbrsEyTest PHMSPEC_ORD_CT PMH_POS_RESULT	Mel_times NotCollectedSE ORDERS_BY_LCLI ORDERS_BY_DOCJ ORDERS_CLI_f ORDER_TAG2 ORD_BY_CLI_inc Ord_Trans_Unil Ordbywardtime OrdersPerDay PEND_COLL_TEST PHTSPEC_TST_CT PHMH_P_stays PSA	MSH_test MicWardNotExst Not_recvd ORDERS_BN_CLII ORDERS_CLI_PRI ORDERS_REPTO ORDER_TAG3 ORD_COMMENTS Ord_Trans_Unit Ordbywardtime1 PANIC_RESULTS PEND_by_dep PHNT_ORD_CT PHNT_Tstays PERCUNGS	
rsworkload rRCoLL_SPEC &CT-exit (7-Vieo)	REFLEX_TST	REF_LAB_ORDERS			Ī

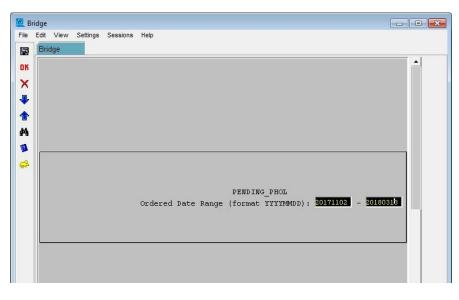
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11. Enter same date range as the pending list pulled in LIS (i.e. 20171102 [Tab] 20180313)



Press "Enter" and wait until list appears. (May take up to a minute)

1192063 103/19/2018 15:01 103/19/2018 16:15 IMARJI IMARJI 1192063 103/19/2018 15:01 103/19/2018 15:15 IMARJI IMARJI 1191624 103/19/2018 11:47 103/19/2018 17:20 ICASSARO IFRAN 1200918 103/20/2018 11:47 103/19/2018 17:20 ICASSARO IFRAN 1200918 103/20/2018 14:29 102/26/2018 14:20 ICASSARO IFRAN 1200918 103/20/2018 14:24 102/27/2018 14:24 IKING IFER 120272966 102/27/201	Bridge							
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12. Press "P" for Print. Another list will appear on the top left. Use ↑↓ or PageUp keys to scroll to the very top of that list until cursor highlights "Save Save to File".

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т	MDIRRES	MICLIS Rpt 1	Р	103/19/2018	17:20	CASSARO	FRAN
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т	MBLB06C	BTS Label 2	L	103/19/2018	117:20	CASSARO	FRAN
т	M6YLBON	BTS Label 3	L	103/19/2018	17:20	CASSARO	FRAN
т	MBCLBTS	BTS Label 4	L	103/19/2018	117:20	CASSARO	FRAN
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Press "Enter".

13. At Save to box, Enter "pend+today's date" (i.e. pend20180327).

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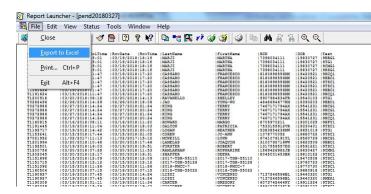
Press "Enter" \rightarrow Select "Y". However, this file will ONLY be saved for 6 days.

Now you can close this window.

14. Go back to SoftLab Desktop → [SHIFT]+[F2] → Type in <u>File name</u> of "Save to" file (i.e.pend20180327) → Click "Find". When file appears, <u>double click</u> on file to open.



15. When list appears on screen; Open File tab \rightarrow Export to Excel



16. <u>Uncheck</u> "Comma" box → <u>Check</u> "Other" Box → Type in "|" ([SHIFT]+[\]) in box beside "Other" → Click "Export"

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- 17. When exported excel file appears, expand all columns to show all contents.
- 18. FORMAT the excel file as follows:
 - a. **BOLD FONT** and Add *FILTER* (Black arrow) to <u>Row 1</u>.

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- b. Insert Header by:
 - i. Go to Insert Tab and select "Header & Footer" (Red Arrow below)

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ii. Type in Header (Use **BOLD** font and <u>Font size 16</u>):

Please fax back reports to (416) 619 5522-VERIFIED BY PHL. Thank you.

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iii. Click left mouse key anywhere OUTSIDE of the header box → Go to
 <u>View</u> Tab → Select "Normal" view (Red arrow below)

This will bring the excel worksheet back to the normal view of list of orders and tests as before.

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c. *FREEZE* First Row by:

Go to <u>View</u> Tab→ Under "Freeze Panes" (Red Arrow)→ Select "Freeze Top Row"

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3	T0062355	02/06/2018	13:39	02/06/2018	16:01	LEUNG	YIU	3997747161YX	19550102	9HBD1	Hepatitis E	DNA			
4	T0061235	02/06/2018	10:40	02/06/2018	14:35	HUSSAIN	SHAHABUB	6169284970LA	19660505	9HBD1	Hepatitis E	DNA			
5	T0061715	02/06/2018	11:36	02/06/2018	16:21	KWOK	FANNY	8943755143GE	19750517	9HBD1	Hepatitis E	DNA			
6	T0061762	02/06/2018	11:29	02/06/2018	16:07	CHOW	HON	2873200485PL	19620218	9HBD1	Hepatitis E	DNA			
7	T0062352	02/06/2018	13:41	02/06/2018	16:05	ZHENG	ENHAO	4521260606WL	19810510	9HBD1	Hepatitis E	DNA			
8	T0061963	02/06/2018	12:44	02/06/2018	16:06	KOLA	KOSTANDIN	7808400688NN	19410110	9HBD1	Hepatitis E	DNA			
9	T0071949	02/07/2018	10:15	02/07/2018	15:40	HEDDERSON	SEAN	7874395630KE	19610322	9HBD1	Hepatitis B	DNA			
10	T0080628	02/08/2018	06:40	02/08/2018	10:51	RUMBLE	GAIL	4701195697MH	19481003	9HIS1	Histoplasn	a Serology	/		
11	T0080277	02/08/2018	07:02	02/08/2018	10:52	SAVAGLIO	RITA	5744835314WY	19520802	9CMM1	CMV IgM				
12	T0080277	02/08/2018	07:02	02/08/2018	10:52	SAVAGLIO	RITA	5744835314WY	19520802	9HSG1	Herpes Sin	nplex IgG			
13	T0110533	02/11/2018	07:41	02/12/2018	12:55	ZAROD	ADAM	8943039688YH	19480706	9HPY1	Helicobact	er pylori Se	erology		
14	T0191601	02/19/2018	19:57	02/20/2018	18:45	BARRETT	DEAN		19910325	9TSC1	HIV				
15	T0200816	02/20/2018	13:36	02/20/2018	13:36	CHAGANY	ABDULREHMAN	1344092208AB	19540719	9CMM1	CMV IgM				
16	T0202803	02/20/2018	14:23	02/21/2018	12:24	SHAW	BIBI	5298686733AM	19521031	9HPY1	Helicobact	er pylori S	erology		
17	T0202803	02/20/2018	14:23	02/21/2018	12:24	SHAW	BIBI	5298686733AM	19521031	9PST1	Strongyloi	des Serolo	gy		
18	T0202803	02/20/2018	14:23	02/21/2018	12:24	SHAW	BIBI	5298686733AM	19521031	9SCH1	Shistosom	a Serology			

19. Sort by Receive Date (Click where black arrow points and select Sort A to Z)

	6	-	-					SQL	Report 2018	8.03.27 - N	licrosoft Excel	Course of Course of					0	
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-	S9161795	A↓ Z↓				12:32		MSMA	JUDY			1961081			implex IgG			
	T0062355	Z.	Sort Z to A			16:01	LEUNG		YIU		3997747161Y			Hepatitis				
-	T0061235		Sor <u>t</u> by Color		*	14:35	HUSSA		SHAHAE	BUB	6169284970L			Hepatitis				
1	T0061715	X	Clear Filter From "RcvD	Date"		16:21	KWOK		FANNY		8943755143G			Hepatitis				
-	T0061762		Filter by Color		1×	16:07	CHOW		HON		2873200485P			Hepatitis				
	T0062352		Text Filters			16:05	KOLA	3	ENHAO		4521260606V			Hepatitis				
-	T0061963		Search		0	16:06 15:40	HEDDI	-	KOSTAN SEAN	IDIN	7808400688N	r		Hepatitis				
-	T0071949 T0080628		Construction		٩	10:51	RUMB		GAIL		7874395630K 4701195697N			Hepatitis	s B DINA sma Serolo			
-	T0080628		 Select All) 01/16/2018 		^	10:51	SAVA		RITA		4701195697N 5744835314V			CMV IgM		gy		
	T0080277		02/06/2018		E	10:52	SAVA		RITA		5744835314V				implex IgG			
-	T0110533		02/07/2018			12:55	ZARO		ADAM		8943039688Y				cter pylori			
	T0191601		02/08/2018			18:45	BARRI		DEAN		05450550881	1991032		HIV	cter pyion	Servicey		
	T0200816		02/12/2018			13:36	CHAG		ABDULR	FHMAN	1344092208A			CMV IgM				
	T0202803		02/21/2018			12:24	SHAW		BIBI	LI IN ALL	5298686733A	-			cter pylori	Serology		
	T0202803		02/26/2018			12:24	SHAW		BIBI		5298686733A				oides Serol	07		
	T0202803		02/27/2018		-	12:24	SHAW		BIBI		5298686733A				ma Serolog			
	T0202803					12:24	SHAW		BIBI		5298686733A							
	T0202803		OK	Cai	ncel	12:24	SHAW		BIBI		5298686733A							
-	T0262496	-	02/26/2018 14:29	102/26	72018	18:08	IAO		YUNG-V	0	4848694677K							

**This excel list should now essentially contain identical patient orders as the LIS 9REF pending worklis

Save file type As *Excel Workbook* with the same name <u>Today's Date + Initials</u> (i.e. 20180327jkc) under: **T:\Microbiology\Virology\Faxed PHL pending Lists\2018**

NOTE: If date file saved is not the same as date faxed, save using the DATE FAXED!

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20. Go through LIS pending worklist by bridging to Order Entry to see which orders need to be faxed to PHOL according to priority.

If an order needs to go on a PHL pending list and be faxed, order 8PFAX and document the <u>date faxed</u> (F6) in the comment field. DO NOT VERIFY YET! Order 8PFAX in <u>each</u> order that was faxed.

***Verify 8PFAX <u>only</u> when all results from PHOL have been entered and verified for that order.

i.e. If an order is already on a previous pending list and have been faxed but still waiting for results, it should have 8PFAX ordered but unverified.

Note: For 2^{nd} time and subsequent faxes \rightarrow Add subsequent dates those faxes were faxed again in the comment field underneath first time it was faxed

Sort by:									
Test	Receive Date	Ward							
To deal with STAT tests first (i.e. HIV, prenatal tests etc)	To get rid of orders not received by the lab for >7 days	To result and verify tests ordered under any Occ. Health & Safety wards							
To verify any unverified test results or sent out comments (i.e. tests with result but not verified; any tests ending in "2" such as 9TSC2, 9HBD2 etc)	To deal with oldest test orders received first	To deal with critical or certain wards first upon request							
To deal with tests based on their TAT from PHOL									

21. On exported SQL pending list, DELETE all orders that DO NOT require fax. Retain ONLY the ones you will fax <u>now</u>, in batches of no more than 10 <u>specimen order numbers</u> per fax. (Same order number can appear on different rows for a different test)

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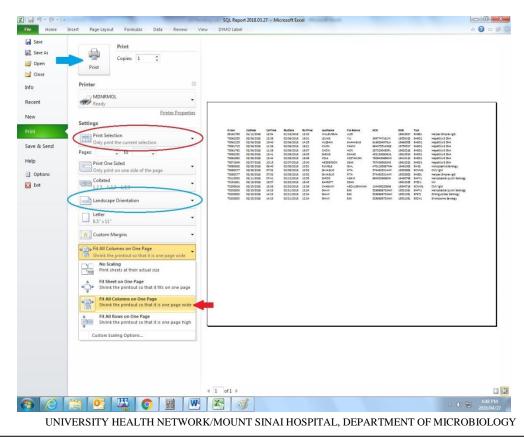
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If need to fax >10 orders, break into batches of 10 orders per fax in multiple excel sheets by cutting and pasting into a new excel tab within the same file (ONLY if these batches are faxed on the same day).

- 22. Create a <u>different</u> excel file name if a second batch of orders are faxed on a different day! Save using the <u>DATE FAXED</u>.
- 23. Translate LIS test codes to corresponding test names and enter in a separate column to the right of the test codes (i.e. 9TSCX → HIV See diagram in Step #19)
- 24. Print this list by:

Highlighting the cells you wish you print \rightarrow File \rightarrow Print \rightarrow Under Settings, select "Print Selection" (Red Circle) and choose "Fit All Columns on One Page" (Red Arrow); choose Landscape Orientation (Blue Circle) \rightarrow Print (Blue Arrow)

Fax printed sheet to PHOL @ 416-265-6552.



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APPENDIX III: UHN MANAGED MICROBIOLOGY SEND OUT TESTS

<u>For UHN patient samples only</u>, the follow list of send out tests are managed by the UHN specimen processing team directly and sent directly to PHOL. If Received at Sinai:

- DO NOT "add on" test to orders within our department for the list below.
- Direct samples back to UHN laboratory, phone them for awareness.

If encountered:

- Request test be ordered in EPIC by the requestor if needed
- If an add-on request or circumstances require sample retrieval or submission between UHN/MSH, work collaboratively with the UHN core laboratory to make arrangements.

AMOEBIC SEROLOGY	DENGUE IgM SEROLOGY	HEPATITIS C (HCV) DRUG RESISTANCE ANALYSIS	MUMPS ACUTE/ACTIVE DISEASE (IGM)	PINWORM PREP	TOXOPLASMA TOTAL ANTIBODY
ANAPLASMA SEROLOGY	EBV EA IGG	Hepatitis C Ab PHOL Confirmation	MUMPS IMMUNITY (IGG/TOTAL ANTIBODY)	Q FEVER SEROLOGY	TRICHINELLA SEROLOGY
ARBOVIRUS SEROLOGY	EBV VCA IGM	HEPATITIS E ANTIBODY	MUMPS MOLECULAR DETECTION, OTHER	RABIES SEROLOGY	TRYPANOSOMA SEROLOGY
BARTONELLA HENSELAE SEROLOGY	ECHINOCOCCUS SEROLOGY	HERPES SIMPLEX IGG ANTIBODY	MUMPS MOLECULAR DETECTION, URINE/CSF	RICKETTSIA SEROLOGY	TULAREMIA SEROLOGY
BLASTOMYCES SEROLOGY	FILARIA (SKIN SNIP FOR MICROFILARIAE)	HISTOPLASMA SEROLOGY	MURINE TYPHUS SEROLOGY	ROCKY MOUNTAIN SPOTTED FEVER SEROLOGY	VARICELLA ZOSTER IGM
BRUCELLA SEROLOGY	FILARIA SEROLOGY	HISTOPLASMA SERUM ANTIGEN	MYCOPLASMA DETECTION	RUBELLA, IGM	WEST NILE VIRUS ANTIBODY, IGG
CHIKUNGUNYA IGG ANTIBODY	FUNGUS CULTURE - NAIL/HAIR/SKIN	LEPTOSPIRA SEROLOGY	OVA AND PARASITE, OTHER	SCHISTOSOMA SEROLOGY	WEST NILE VIRUS ANTIBODY, IGM
CHIKUNGUNYA IGM ANTIBODY	H.PYLORI SEROLOGY	LYME DISEASE SEROLOGY	OVA AND PARASITE, STOOL	SPOROTHRIX ANTIBODY	WORM/INSECT
CHLAMYDIA PNEUMONIAE SEROLOGY	HBV DNA	MEASLES ACUTE/ACTIVE DISEASE (IgM)	OVA AND PARASITE, URINE	STRONGYLOIDES SEROLOGY	YELLOW FEVER IgG ANTIBODY
COCCIDIOIDOMYCES SEROLOGY	HCV GENOTYPING	MEASLES IMMUNITY (IGG/TOTAL AB)	PARVOVIRUS B19 ACUTE/ACTIVE DISEASE (IGM)	TETANUS SEROLOGY	YELLOW FEVER IgM ANTIBODY
CYSTICERCOSIS SEROLOGY	HCV RNA	MEASLES MOLECULAR DETECTION, CSF	PARVOVIRUS B19 IMMUNITY (IGG)	TOXOCARA SEROLOGY	YERSINIA SEROLOGY
DELTA VIRUS ANTIBODY	HCV RNA (TRANSPLANT)	MEASLES MOLECULAR DETECTION, URINE	PHL Blood Parasite Confirmation and Speciation	TOXOPLASMA ANTIBODY, IGG	ZIKA VIRUS IgG SEROLOGY
DENGUE IgG SEROLOGY	HEPATITIS B SURFACE ANTIGEN (PHL)			TOXOPLASMA ANTIBODY, IGM	ZIKA VIRUS IgM SEROLOGY

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Record of Edited Revisions

Manual Section Name: Send-out Information Manual

Page Number / Item	Date of Revision	Signature of
	M 1 2002	Approval
Annual Review	May 1, 2002	Dr. T. Mazzulli
Annual Review	May 12, 2003	Dr. T. Mazzulli
Annual Review	May 26, 2004	Dr. T. Mazzulli
Multiple resistant organism multidrug bactericidal testing at CHEO – added	September 11, 2004	Dr. T. Mazzulli
CHEO instruction for Transplant team when requesting	December 16, 2004	Dr. T. Mazzulli
testing.		
Annual Review	May 12, 2005	Dr. T. Mazzulli
Send-out Bench duties	April 01, 2006	Dr. T. Mazzulli
Malaria send-out protocol moved from Parasitology Manual	April 01, 2006	Dr. T. Mazzulli
SEND OUT to PHOL procedure for after-hours, weekends and holidays added	April 01, 2006	Dr. T. Mazzulli
Annual Review	April 1, 2006	Dr. T. Mazzulli
Histoplasma antigen send-out procedure added	August 26, 2006	Dr. T. Mazzulli
Slit Skin send-out procedure added	August 26, 2006	Dr. T. Mazzulli
Removed Malaria coverage section	March 14, 2007	Dr. T. Mazzulli
Added Parasite reporting procedure	March 14, 2007	Dr. T. Mazzulli
Modified printing PHOL requisition (from LIS)	March 14, 2007	Dr. T. Mazzulli
Removed UHN printing of PHOL requisition	March 14, 2007	Dr. T. Mazzulli
Added - Printing PHOL Requisition from Softlab for Serology Tests	March 14, 2007	Dr. T. Mazzulli
Revised Histoplasma Ag, Blastomysis Ag and Slit Skin Send out	March 14, 2007	Dr. T. Mazzulli
Annual Review	March 14, 2007	Dr. T. Mazzulli
Send-out Bench duties #24, revised – remove	May 01, 2007	Dr. T. Mazzulli
ureaplasma, mycoplasma		
New PHOL forms implemented	November 15, 2007	Dr. T. Mazzulli
Annual Review	April 15 2008	Dr. T. Mazzulli
Slit Skin for Leprosy specimen collection link added	January 25, 2009	Dr. T. Mazzulli
Annual Review	April 15 2009	Dr. T. Mazzulli
Annual Review	June 10, 2010	Dr. T. Mazzulli

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Annual Review	June 10, 2011	Dr. T. Mazzulli
Send-out Shipping Information Table added	June 05, 2012	Dr. T. Mazzulli
Annual Review	June 05, 2012	Dr. T. Mazzulli
Annual Review	June 05, 2013	Dr. T. Mazzulli
Updated Headers/footers, UHN log, Miravista req	August 23, 2014	Dr. T. Mazzulli
Review of Requisitions printed and procedures	4 22 2014	
Added CJD procedure link	August 23, 2014	Dr. T. Mazzulli
Annual Review	August 23, 2014	Dr. T. Mazzulli
General PHOL Delivery Information	January 20, 2015	Dr. T. Mazzulli
Addition of MERSCoV and BACTERIOLOGY MOLECULAR DETECTION SENDOUTS	February 17, 2015	Dr. T. Mazzulli
Updated after hours/stat send to PHOL, merged in General PHOL inquiries with this. Updated link to sick kids fungus pct	April 1, 2015	Dr. T. Mazzulli
Added KJV courier protocol Added Courier table	May 1, 2015	Dr. T. Mazzulli
Moved Serology Workflow to Workflow manual Added FEDEX courier protocol	May 5 th , 2015	Dr. T. Mazzulli
Annual Review Updated Molecular bacte test requisition with July 14 th version.	August 1, 2015	Dr. T. Mazzulli
Added comment when sending out for metagenomic assay:	October 1, 2015	Dr. T. Mazzulli
"This specimen has been sent to Public Health Ontario Laboratories (PHOL) for metagenomic analaysis (a research use only assay). Results will be communicated verbally directly from PHOL to the requesting physician, Dr If you have any questions or would like to receive a verbal result, please contact Dr. Samir Patel from PHL at 647-792-3172."		
Added MERS under VIROLOGY MOLECULAR DETECTION SEND OUTS section Created instructions for Measles PCR send out.	October 20, 2015	Dr. T. Mazzulli
Added link to PHL sendout for Zika Virus	January 27, 2016	Dr. T. Mazzulli
Streptococcus pneumoniae send out instructions added.	February 25, 2016	Dr. T. Mazzulli

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Page Number / Item	Date of Revision	Signature of Approval
NICU HIV Testing moved to serology section. HIV	March 24, 2016	Dr. T. Mazzulli
testing procedure changed from sick kids to PHOL send		
out.		
Zika Virus changes:	April 5, 2016	Dr. T. Mazzulli
• Changed from a serum & plasma to 2 serum samples		
• Updated orderable specific for Cerner and Citrix		
Added for required information: "The required		
information is mandatory upon ordering in		
EPR/CERNER and can be found in the LIS order		
comment when accessioning specimen. "		
Annual Review	May 5, 2016	Dr. T. Mazzulli
Updated MSH logo in header		
Addition of Referral laboratory test dictionary section		
Removed Resulting report section to Refer-out Test		
Results Reporting Procedure QPCMI17001.		
Under Bacteria Molecular testing section of	July 14, 2016	Dr. T. Mazzulli
BACTERIOLOGY MOLECULAR DETECTION		
SENDOUTS		
added: "For approved Molecular Microbiology tests		
performed at Sick Kids hospital, complete the Sick Kids		
Molecular Microbiology PCR order form. Pack and send		
sample through <u>KJV Courier</u> . "		
Updated NICU HIV procedure to include updated	July 22, 2016	Dr. T. Mazzulli
requisition format and step to highlight both tests		
requested on requisition.		
ASOT serology to HSC added	July 24, 2016	Dr. T. Mazzulli
Updated NICU HIV procedure to:	December 9, 2016	Dr. T. Mazzulli
Process STAT		
• Always order HIV PCR		
• Notify if there was problem ordering		
• Use print scheduler for requisition		
• Show specimen to senior before sending		
• Package separately: HIV PCR attn. Jocelyn		
• Send by Courier if misses routine PHL pick up in am		
 Instructions to manage samples if serology/CD4/1 or 		
2 samples are received		

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Annual Review	May 05, 2017	
Annual Review	March 05, 2018	Dr. T. Mazzulli
Updated NICU HIV procedure to:		
-Use HIV form not neonatal HIV PCR form		
-updated email to fax requisition for PHOL notification.		
Inserted links for PHOL after hours specimen dropoff		
Page 34-47 Appendix II Virology PHOL Pending List	May 31, 2018	Dr. T. Mazzulli
added		
Annual Review	October 08, 2019	Dr. T. Mazzulli
pg 3 added Mayo Clinic to Referral table		
pg 5-6 updated send-out procedure for QFTB ; added		
send-out procedure for H. pylori		
Pg 20 all CT+ rectal swabs to be sent to NML for LGV	October 30, 2019	Dr. T. Mazzulli
Addition of 16s notification form	August 20, 2020	Dr.T.Mazzulli
Annual Review	August 31, 2020	Dr.T.Mazzulli
Updated Measles/Mumps/MERS:		
Removed notification to microbiologist		
• Updated process to notify IPAC and send samples		
to PHOL right away (do not wait until morning)		
Updated QUANTIFERON TB (QFT) procedure from	September 25, 2020	Dr.T.Mazzulli
SickKids requisition		

Full document review included in all updates. Bi-annual review conducted when no revision had been made within 2 years.

Page Number / Item	Date of Revision	Edited by:
Updated Baby HIV PCR with tube type, contact info, and	Jan 13, 2021	Dorna Zareianjahromi
test collect/receipt info		
Minor formatting change	April 11, 2021	Jessica Bourke
Added section on Simian B virus antibody testing	May 6, 2021	Wayne Chiu
Clarified instructions TB quantiferon from Sinai outpt	July 9, 2021	Wayne Chiu
Added PHOL Duty officer contact information to measles	Oct 15, 2021	Wayne Chiu
section and MERS section, also PHOL section		
Added section for strongyloides serology, PHOL update	Feb 10, 2022	Wayne Chiu
Added approval needed for non-donor/non-recipient	Mar 11, 2022	Qin Liu
blood and CSF for WNV PCR testing to PHL		
Added info regarding zika molecular sendout	Mar 16, 2022	Wayne Chiu

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Added section "checking orders for IGM PHL sendout"	March 26, 2022	Wayne Chiu
Updated sendout frequency for measles mumps	June 23, 2022	Wayne Chiu
Add link for monkeypox		
Minor formatting change	November 24, 2022	Wayne Chiu
Minor formatting change	March 24, 2023	Oliver Li
Added the followings to Baby NICT HIV testing	April 03, 2023	Qin Liu
Send EDTA Whole Blood		
• <u>Do NOT centrifuge</u> the blood		
Addition:	May 4, 2023	Jessica Bourke
APPENDIX III: UHN MANAGED MICROBIOLOGY		
SEND OUT TESTS FOR UHN PATIENTS		
Updated Measles/Mumps STAT procedure. For bacteriology send-outs added:		
<i>Note:</i> When possible (when sufficient quantity is		
received), especially when only referred out test is		
requested, a portion of sample should be maintained in		
house for tissue, sterile sites etc		
Updated send-out for MERS-CoV or Avian Flu (pg 23):	June 21	Qin Liu
Added notes for Avian Flu PCR send-out		
Added instructions for LINV Viral Load MCU activity	Sontombor 10, 2022	Oliver Li
Added instructions for HIV Viral Load MSH patients only in section of VIROLOGY MOLECULAR	September 19, 2023	Univer Li
DETECTION SEND OUTS		
Added hyperlink from Sickkids for QuantiFERON TB	August 1, 2024	Oliver Li
testing		

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