



### ***Nursing Home Services Explained***

#### **RESULTS**

- Lab results will be electronically transmitted or hand delivered the same day of the draw.
- All critical lab values will be called to the facility.

#### **ROUTINE LAB DAYS**

- Routine lab days are scheduled around your specific needs.
- We will assign a phlebotomist to stop at your facility at a designated time. Please schedule all routine work and fasting blood work on your routine days.
- There will be a fee charged to the facility for any labs which need to be drawn on or picked up outside of the scheduled lab days.
- Phlebotomists can draw blood; nurses must obtain all culture specimens.
- Cultures will be picked up on your routine lab days, unless otherwise specified.

#### **STAT EMERGENCY LAB SERVICES**

- A phlebotomist will come to draw a physician ordered STAT at any time.

- Any STAT orders should be phoned to the lab. The individual answering the phone will take all the information and get in touch with the proper personnel.
- The objective is to provide the quickest possible service.

### **LAB BOX and LAB REQUISITIONS**

- There will be a black lab box located at the nurses' station. Larger homes will have a box for each station. The box is specific to each station. The numbers on the dividers represent the day of the month.
- The lab requisition is a two part form. The original top sheet is sent to the lab with the sample. The bottom sheet (yellow copy) is kept at the facility. Listed on the back of the yellow sheet are common ICD-9 codes and the breakdown of panels with the individual tests that structure the panels.
- The box at each individual station has its own unique requisitions and billing numbers. They are not to be interchanged.
- Location on the requisition must match the resident's hall location.
- There must be an ICD-9 code for all tests. If the test ordered is not a **Bolded** test item, then the same code number for each test may be used.
- **Bolded** test items on the requisitions, such as **Pro-Time W/INR**, require a specific ICD-9 code. These codes can be located in the ICD-9 code book within the black box (IT MUST BE A PAYABLE CODE FOR EACH TEST). The Health Care Financing Administration (HCFA) has imposed the specific ICD-9 guidelines for clinical laboratories. If you do not have a payable code or a responsible party signature, federal law states we must bill your account for the tests.
- **The resident's correct social security number MUST be filled in on each requisition.**
- **One of the third party billing information boxes must be marked. The choices are:**

**\*Bill Facility**

**\*Bill Medicaid**

**\*Bill PPS/Part A**

**\*Bill Other insurance**

**\*Bill Patient**

**\*Bill Medicare**

- Blood draw requests and culture orders need to be placed on separate requisitions. There may be more than one test utilizing blood placed on the same requisition.

### **SUPPLIES**

KML/DML/TML will supply its clients with all necessary supplies. There is an order form in the black boxes at the nurses' station that can be filled out. The form is then to be placed into the folder for the phlebotomists to pick up. The supplies will be delivered within 1-3 days. Click [here](#) to go to the forms page for a supply order requisition.

### **PHLEBOTOMY ACCESSION BOOK**

Any labs drawn or cultures collected must be recorded in the Phlebotomy Accession Book located in the back of each black box. If you collect a culture, document it in the Accession Book; place the culture and the top copy of the requisition in the specimen bag, and the yellow copy in the black box under the correct file date.

### **NEW ADMISSIONS OR RESIDENTS**

Please **fax** the face sheets to the lab for all new admissions or residents. Click [here](#) to go to the forms page for a New Resident form.

### **KML/DML/TML PHLEBOTOMY PROTOCOL**

If the phlebotomist is unable to obtain a blood draw after two attempts or the resident's refusal, they will alert the nurse assigned to that resident. The phlebotomist will attempt for two days, and after the second day, the nurse will need to get a new order from the physician before they will make any further attempts.

### **SPECIMEN COLLECTION FOR NURSING FACILITY**

*See a Culture Specimen collection chart [here](#).*

All specimen containers must be labeled with the resident's full name (**first and last, i.e. Jane Doe**).

### **Urine**

- Use a yellow transport container for a Urinalysis or a Urine Culture.
- If you order both tests please submit two yellow transport containers.
- There is only one container for the urinalysis and urine Culture/Sensitivity. Please indicate on the lab requisition specifically which urine test that you need.
- A culture can be performed only when it is specifically ordered.

### **Stool**

- The occult blood test can have a stool specimen on a Hemocult specimen card.
- Stool culture and sensitivity tests require orange-top containers (which contain media). Place enough stool in the vial so the liquid moves above the fill line.
- Ova & Parasite tests require yellow-top containers (which contain media). Place enough stool in the vial so the liquid moves above the fill line.
- C-diff toxin tests require a sterile plain green-top cup.

### **Cultures (ie; Eye, Ear, Wound)**

- Cultures require culturette containers. These swabs can be used for both aerobic and anaerobic cultures.

**Note:** Any blood drawn by a nurse at the facility must be spun down in the centrifuge before being sent to the lab.

**\*\*PLEASE SEE SAMPLE LAB REQUISITION IF YOU HAVE ANY QUESTIONS.**