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| **Operational Policy** |
| **Purpose** | The laboratory is a full service facility that offers a complete spectrum of laboratory tests for the evaluation of pediatric disorders. Disciplines include Chemistry, Coagulation, Hematology, Microbiology, Molecular diagnostics, Transfusion Services, Flow cytometry/Immunology, Point of Care, Histology and Anatomic pathology.  |
| **Policy** | **Location:** The Minneapolis main lab is located on the lower level of the main hospital. The outpatient laboratory is located in the lower level of Children’s Specialty Center. In St. Paul, the main lab is located in River Tower on the lower level. The outpatient laboratory is located in Garden View Tower on the third floor.The Lab Test Directory can be accessed on Children's Hospitals and Clinics Internet web site. The Lab Test Directory provides detailed information regarding each laboratory test, including indications for ordering the test, specimen requirements, analytic times, reference ranges, information on requesting laboratory tests, patient preparation and specimen collection. The Lab Test Directory information is also available through the ordering link in Cerner.**Hours:** The main laboratory is staffed 24 hours a day, seven days a week. A board certified pathologist is available 24 hours a day for questions or consultations regarding the clinical laboratory or anatomic pathology.Refer to the on-line Lab Test Directory for testing availability. The Minneapolis and St. Paul outpatient laboratory is staffed from 8:00 a.m. – 5:00 p.m., Monday through Friday.The flow cytometry/immunology lab is open 8:00 a.m. – 4:30 p.m., Monday through Friday. An immunologist is on call weekend and holiday day hours.Histology is staffed Monday through Friday 5:30 a.m. – 5:30 p.m. in Minneapolis and 7:30 a.m. – 4:00 p.m. in St. Paul. A histology technician/technologist is on call during the weekends.**Receipt of orders:** All specimens must be ordered by an authorized person. Both written and verbal orders are acceptable. However, verbal orders must be followed with written or electronic authorization within 30 days of the verbal request **Send-outs:** Specimens may be referred to a qualified reference laboratory. A list of these reference laboratories is located in the send-outs department. Ensuring proper certification and validity of these laboratories is the responsibility of Children’s Minnesota Laboratory.**Receipt of specimens:** All specimens must be labeled properly. Mislabeled or unlabeled specimens will not be accepted. (See specimen rejection policy) All clinical specimens are delivered to the processing area. Microbiology specimens may be delivered to the processing area but are received and processed in the microbiology lab.Bone marrow procedures are scheduled through Hematology.Sweat chloride testing and Glucose Tolerance testing are scheduled through the laboratory.Histology/Pathology specimens must be delivered directly to the department unless preserved in formalin.**Reports:** Laboratory reports are electronically charted on the inpatient’s chart. Printed laboratory reports are sent to the outpatient’s physician via fax or interface.  |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1-3 | Bobbi Kochevar, Jennifer Heimkes | 8/1/2000 |  Initial Version |
| 4 | Bobbi Kochevar, Jennifer Heimkes |  |  |
| 5 | Bobbi Kochevar, Jennifer Heimkes | 11/10/2010 |  |
| 6 | Bobbi Kochevar, Jennifer Heimkes | 7/12/2012 | New format. Immunology location change. Verbal order changes from 30 days to 24 hours. |
|  | 7 | Jennifer Heimkes, Lisa Kappenman | 7/7/2017 | Removed direct access testing information. Updated titles and hours of operation. |
|  | 8 | Jennifer Heimkes, Lisa Kappenman | 7/12/2019 | Updated hours. Added sweat chloride and glucose tolerance testing. |