

Isolate Send-Out to Mayo Clinic Laboratories (MCL)

Purpose	The purpose of this procedure is to provide guidance on sending out isolates for identification/susceptibility testing to Mayo Clinic Laboratories (MCL). The procedure explains ordering, shipping, and billing.
Principal and Clinical Significance	This procedure discusses the process for properly sending out patient isolates that require special identification/susceptibility testing. Having a process and guidelines in place will ensure for maximum efficiency so that patient results can become obtained in a timely manner.
Policy Statements	This procedure applies to Microbiologists who perform culture set-up and plate reading.
Test Code	MBAT - Miscellaneous Battery ZMMLS - Antimicrobial Susceptibility, Aerobic Bacteria, MIC IDENT - Organism Referred for Identification, Aerobic Bacteria ANIDE - Organism Referred for Identification, Anaerobic Bacteria MMLSA - Antimicrobial Susceptibility, Anaerobic Bacteria, MIC CTBID - Culture Referred for Identification, Mycobacteria and <i>Nocardia</i>
Procedure	- Obtain a pure isolate of the organism. Preferred: Eswab specimen transport device - Use swab to obtain an adequate sample of the pure isolate. - Place swab in the transport system containing 1 mL liquid Amies transport medium. - If needed, break off the end of swab and close the transport tube. OR Organisms can be subbed to an agar slant. - MCL does not accept agar plates. - This method is preferred for the following organisms <i>Neisseria gonorrhoeae</i> <i>Campylobacter</i> species <i>Helicobacter pylori</i> - Any fastidious organism - A chunk of agar may be cut off a plate and placed into an agar slant, if necessary. - This method is recommended for sending Mycobacterial and <i>Nocardia</i> isolates that need further identification. - Login to Sunquest Order Entry. - Enter patient MRN and select correct encounter. - Enter collect date and time of the original specimen. Add ordering provider that has made the request for additional testing. - Order the test code, MBAT. - Fill in the 'Results' boxes with the appropriate information (Example: Figure 1). <u>NAM</u>: free-text specifics of testing being ordered (i.e. aerobic ID, specific drugs desired for susceptibility testing, etc.) <u>RLAB</u>: MML (site being sent to) <u>SRCE</u>: use Sunquest codes to provide source <u>TSTCD</u>: free-text appropriate Mayo test code as listed above under Test Codes Figure 1. Example of MBAT order.

7. Save order and collect printed labels.
8. Add additional information on the large label:
 - Write the MCL test code on the label.
 - Write an isolate description onto the large label for the Send-outs staff.
 - Items that can be included are: gram stain reaction, morphology and/or tests performed.
 - The easiest description to document is the gram stain reaction (i.e. Gram-positive cocci).
 - Write on the large label if the patient encounter is through Minneapolis or St. Paul.
9. Place the large label onto the isolate tube.
10. Bring the isolate to the Send-outs department during day shift hours. Send-outs staff will prepare and ship the isolate by performing the necessary steps.
11. Once Send-outs has ordered the specimen for shipment to MCL, the Microbiology technologist that completed the order will login to MayoACCESS and request a faxback for results as they become available.
 - Locate order in MayoACCESS.
 - Select 'Set Faxback'.
 - Select 'New Fax Number' (Children's number will be added). Click 'Close'.
 - Click 'Refresh Grid' to ensure that a faxback icon displays for the order.
 - For in-depth directions on requesting a faxback and/or retrieving orders in MayoACCESS, visit the [MayoACCESS Report Retrieval & Updates](#) section in the [MCVI 5.4 Acid-Fast Bacilli Resulting & Susceptibility Add-On](#) procedure.
12. Obtain result and enter under the accession number in Sunquest Micro Result Entry.
 - Do NOT add additional billing. This will be taken care by the Send out staff.
13. Add scanned comment to the Sunquest report (SCAND). Submit the Mayo report to the front desk to be scanned.

**Training Plan/
Competency
Assessment**

Training Plan	Initial Competency Assessment
1. Employee must read the procedure. 2. Employee will observe trainer performing the procedure. 3. Employee will demonstrate the ability to perform procedure, record results and document corrective action after instruction by the trainer.	1. Direct observation.

**Historical
Record**

Version	Written/Revised by:	Effective Date:	Summary of Revisions
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1	Andrew Fangel/ Susan DeMeyere	8/8/2019	Initial Version
2	Susan DeMeyere	10/6/2025	Added new specimen transport instructions.