

TRAINING UPDATE

Lab Location:

GEC, SGMC & WAH

Date Distributed:

1/5/2016

Department:

Mgmt & QA

Due Date:

1/15/2016

Implementation:

1/15/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Reference Laboratories GEC.L22, SGAH / WAH.L24 v2
Description of change(s):
<p>Section 2: exclude system labs from SOP</p> <p>Section 5: add ongoing credential process</p> <p>Section 9: add approved lab list</p> <p>This SOP will be implemented on January 15, 2016</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training (version 2)

Non-Technical SOP

Title	Reference Laboratories	
Prepared by	Leslie Barrett	Date: 3/18/2009
Owner	Lori Loffredo	Date: 3/18/2009

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	2
6. RELATED DOCUMENTS	3
7. REFERENCES	3
8. REVISION HISTORY.....	4
9. ADDENDA AND APPENDICES.....	4

1. PURPOSE

This procedure describes the process to establish appropriate credentials and specific criteria and thereby ensure quality results from outside laboratories.

2. SCOPE

This procedure applies to any Laboratory result presented from an outside laboratory (i.e., reference laboratories, physician office laboratories [POL]).

[This procedure does not apply to testing provided by another laboratory within the Adventist Healthcare \(Germantown Emergency Center, Shady Grove Medical Center and Washington Adventist Hospital\) Laboratory system.](#)

3. RESPONSIBILITY

The Laboratory Medical Director performs this procedure by reviewing the data from the selection process and proposing a recommendation of approval to Medical Staff, Laboratory Administration, and Hospital Administration.

4. DEFINITIONS

None

5. PROCEDURE

A. Selection Criteria (an outside laboratory must provide the following documentation)

1. Current licensure documentation from:

- a. State of Maryland permit - copy of Laboratory Permit with number and effective period, issued by the State of Maryland, Department of Health and Mental Hygiene, Office of Licensing and Certification Programs

- b. CLIA registration - copy of Laboratory Registration Certificate with CLIA ID number, issued by Health Care Financing Administration, Department of Health and Human Services

NOTE: A regional or national reference laboratory must provide a CLIA number or CAP number verbally or in writing.

2. Facility's location and transportation resources
 3. Scope of service to include test menu and pricing
 4. Quality of service based upon reputation, Quality Control reports, and CAP proficiency records.
 5. Accreditation by the College of American Pathologists (CAP)
- B. Approval process
1. The Laboratory Medical Director will review the data from the selection process. If the criteria have been met the Medical Director will carry out the following:
 - a. A recommendation will be made to the Hospital Administration.
 - b. A presentation of the laboratory is made to the Pathology Department for discussion and approval or disapproval.
 - c. If approved by the Pathology Department, the Medical Director will take it to the Medical Executive Committees of both hospitals for approval.
 - d. If approved by the Pathology Department and both Medical Executive Committees, the name of the laboratory is added to the Approved Laboratories List.

C. Ongoing credentialing

1. Current CAP, CLIA, State of Maryland and AABB (if appropriate) credentials must be provided upon expiration of prior documents
2. Documentation is saved in the appropriate folder on the shared drive at G:\AHC_Lab\Quality Assurance\Regulatory Compliance\Certificates
3. The QA Recurring Schedule is utilized as a tool to facilitate this process.

6. RELATED DOCUMENTS

None

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L041.001		
000	3/15/2010	Updated owner	L. Barrett	L. Loffredo
001	12/21/15	Section 2: exclude system labs from SOP Section 5: add ongoing credential process Section 9: add approved lab list Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	L. Loffredo

9. ADDENDA AND APPENDICES

~~None~~ Approved Reference Laboratories

Approved Reference Laboratories

Quest Diagnostics Nichols Institute Chantilly
American Red Cross
Maryland Department of Health and Mental Hygiene