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JOB AIDE

SENDOUT ORDERING

This tipsheet is meant to be a guide to assist the Collectors on the proper ordering in Copia for any sendout test not performed at Helix Diagnostics.

Helix refers some testing that it does not perform out to its various sendout laboratories as those laboratories have an expanded testing menu to accommodate our clients testing needs.

The main reference laboratories that we will send tests to are the McLaren Medical Laboratory in Flint Michigan and LabCorp Laboratory in Livonia and Ohio.

The most commonly ordered sendout tests are already built into Copia as orderable test codes. Collectors should search Copia when a sendout test is requested. If the Collector cannot locate the requested test in Copia, they should order the test as a MISCELLANEOUS test in Copia and specify the test name in the Clinical Information section of the order.

Collectors MUST refer to the Lab Testing Directories for both McLaren and LabCorp to be sure they are collecting the specimen in the correct specimen collection media as well as for any processing and temperature requirements for any sendout test.

If there are ANY questions, please call Sendouts or Customer Service directly before collecting a specimen when there is a question as to what collection device to use or how to process and transport the specimen prior to sending to the laboratory.

Collectors may also call the Specimen Processing department for assistance.
8/2022 wmd (author)

Reviewed and approved by: Wendy Dalton 3/6/2023