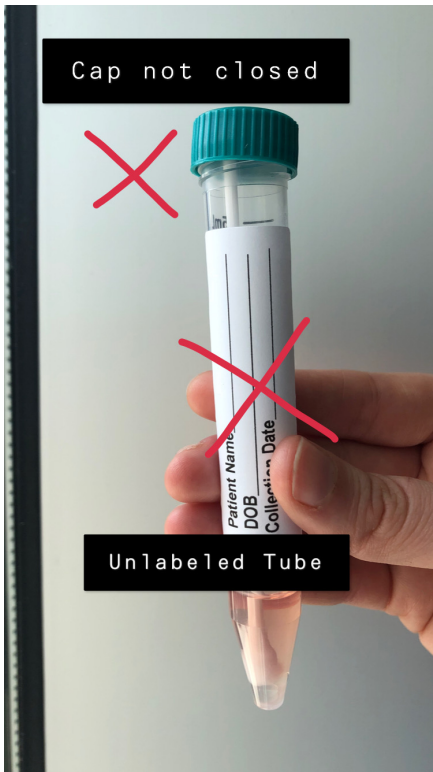


Instructions for Requesting COVID-19 Specimen Testing and Packaging Specimens for Shipment

Packaging Covid-19 specimens

For facilities submitting specimens for COVID-19 testing, the MDH Labs recommend the following best practices:

- Specimens must be transported in viral transport media or universal transport media. We are unable to accept other types of media.
- After placing the specimen swab in VTM/UTM, secure the lid properly. If the specimen leaks in transit, it will be rejected, and facilities will be requested to collect additional specimen thus delaying test results for that specimen



- All tubes must be labeled with patient name, DOB, and collection date.
- Place lab requisition in the external pocket of biohazard bag.

- Use smaller coolers and cold packs for specimen shipment/transport to MDH Labs – contact local county Health Department to request coolers and cold packs (MDH Labs will coordinate cooler and cold pack shipment with the local health department).
- Use cold packs with shipment during transport. Do not use ice bags with specimen (in cooler) during shipment transport. If cold packs are unavailable, ice can be used as a last resort. In that case, secure ice in smaller zip lock bag(s) to avoid leaking. It is difficult to identify whether the leak was from specimen during transit or from the ice bag **and might result in rejection of the specimen.**



Patient Test Requisition Slip Instructions

- Mandatory information in upper left corner:
 - **Health Care Provider** → Facility Name. Include facility name, address, point of contact, phone, and fax.
 - **Test Request Authorized By** → Ordering physician/health care provider. Use an ordering provider **affiliated with your institution** (not with the health department).
- Mandatory patient information:
 - First and last name
 - Unique patient identifier: DOB, medical record number
- Collection date: fill in date specimen was collected. MDH Labs must receive and test specimen within 72hrs.
- Test type and specimen source:
 - Test Type: **COVID-19**
 - Specimen source:
 - **N** → **Nasopharyngeal swab**
 - **T** → **Oropharyngeal swab or throat swab**