



Topic: Method Validation/Split Correlations/Internal Proficiency Testing Requests

Effective Date: Immediately, Tuesday April 15, 2008

Due to an unforeseen area of concern regarding our Electronic Medical Record, immediate action is required by all facilities that send test requests to us for method validations, split correlations, and internal proficiency testing. Requirements that are immediately in effect are:

- The correct form **must** be used (form attached to this notification). Requests using old forms **will not** be honored due to outdated registration instructions. Please discard all copies of old forms that you may have.
- **Patient names may no longer be used.** Specimens must be coded.
 - Suggested coding: facility mnemonic plus test name and date of collection.
 - Examples: ABC Hospital whose AMRL mnemonic is RM.ABC; test: Magnesium
 - ABC, Mg 1 041108
 - ABC, Mg 1
 - ABC Hosp, Mg 2
 - You may use other coding as long as your facility is documented in the name, and each specimen has a unique number. You will need to have this information on record to match results when they are reported back to your facility.
- Gender and DOB is required if reference ranges are needed for your quality assessment.
- Refer to form for other client instructions.
- This type of testing is considered non-reportable and will not be available in our electronic medical record. If you require reportable patient results, do not use this form. Submit test request following your normal test requisitioning process.

Please immediately forward this to all staff in your laboratory that may be required to submit this type of testing request to us. As appropriate, include in your laboratory's procedures relating to method validations, split correlation testing or internal proficiency testing.

We sincerely apologize for any inconvenience this may cause you or your staff. If you have questions, please feel free to contact:

Lezlee Koch, Outreach Laboratory Manager Lezlee.koch@mckennan.org

Shirley Heber, Outreach Laboratory Supervisor Shirley.heber@mckennan.org

~or~

Call Client Services at 605-322-7187 or 800-560-4846