

Instructions for Add-ons Sent to Allina Health Laboratory



The purpose of this procedure is to provide instructions on how to submit specimens for add on testing to Allina Health Laboratory. This procedure is to be used by affiliate clients who are using Excellian and Beaker.

Provider requests add on testing:

- I. If ***specimen is at your site*** and the ***add-on*** test is to be ***performed at Allina Health Laboratory***,
 - a. Excellian Order:
 - i. Test auto accessioned (Beaker label prints):
 1. Label specimen.
 2. Place on packing list.
 3. Submit specimen to Allina Health Laboratory following routine process for sending specimens.
 - ii. Test not auto accessioned:
 1. Enter Specimen Update and follow Beaker add on process
 2. Relabel specimen and place on packing list if needed
 3. Submit specimen to Allina Health Laboratory following routine process for sending specimens.
 - b. Submitter Order:
 - i. Enter Specimen Update and follow Beaker add on process.
 - ii. Relabel specimen and place on packing list if needed,
 - iii. Submit specimen to Allina Health Laboratory following routine process for sending specimens.
- II. If ***specimen is at Allina Health Laboratory*** and
 - a. The ***test being added on is normally performed at Allina Health Laboratory***,
 - i. Excellian Order:
 1. Test auto accessioned (Beaker label prints):
 - a. Receive specimen in Beaker
 - b. Place specimen on packing list
 - c. Fax packing list to Allina Health Laboratory Client Services at 612-863-4067.
Note: Do not send any paperwork with the courier.
 2. Test not auto accessioned:
 - a. Complete Affiliate Add On/Cancel form (do not release test) indicating the specimen number for the specimen that the test is to added on to.
 - b. Fax form to Allina Health Laboratory Client Services at 612-863-4067.
Note: Do not send any paperwork with the courier.

Instructions for Add-ons Sent to Allina Health Laboratory



- ii. Submitter Order
 - 1. Complete Affiliate Add On/Cancel form indicating RQ # for order that test is to be added on to.
 - 2. Fax form to Allina Health Laboratory Client Services at 612-863-4067.
Note: Do not send any paperwork with the courier.
- b. The **test being added on is normally performed at the hospital**;
 - i. Excellian Order:
 - 1. Test auto accessioned (Beaker labels print):
 - a. Cancel testing in Beaker.
 - b. Complete Allina Health Laboratory manual requisition.
 - c. Fax completed requisition to Allina Health Laboratory Client Services at 612-863-4067.
 - 2. Test not auto accessioned:
 - a. Complete Affiliate Add On/Cancel form (do not release test) indicating the specimen number for the specimen that the test is to added on to.
 - b. Fax form to Allina Health Laboratory Client Services at 612-863-4067.
Note: Do not send any paperwork with the courier.
 - ii. Submitter Order
 - 1. Complete Affiliate Add On/Cancel form indicating RQ # for order that test is to be added on to.
 - 2. Fax form to Allina Health Laboratory Client Services at 612-863-4067.
Note: Do not send any paperwork with the courier.