

# Specimen Submission Instructions

## Setting up an account

Specimen submission requires the establishment of an account with the Department of Public Health Laboratory. This is done by calling the Quality Assurance Manager at (860) 920-6507 and supplying account specific information. A profile number and customized Clinical Test Requisitions will be provided.

## Collection kits

Collection tubes and mailing materials are available for many of the orderable tests. Refer to Collection Kit Ordering Information for specific information. Collection kits may be obtained by calling (860) 920-6674 or (860) 920-6675. Requests via e-mail may be made to [dph.outfitroom@ct.gov](mailto:dph.outfitroom@ct.gov)

## Clinical Test Requisition

Each specimen must be accompanied by a Clinical Test Requisition completed with the following information:

- Name and address of the submitter (and/or profile number)
- Patient name or unique identifier, date of birth, town of residence (city, state, zip)
- Test requested
- Date collected
- Specimen type or source of collection

Additional information may be needed for certain tests, as noted in the instructions for that test.

Clinical Test Requisitions may be found on the Dr. Katherine A. Kelley State Public Health Laboratory webpage located at [www.ct.gov/dph/cwp/view.asp?a=3122&q=396860](http://www.ct.gov/dph/cwp/view.asp?a=3122&q=396860)

## Quality Assurance

Test results will be withheld if required information is missing from the test requisition. Results will be released only after missing or corrected information is received by the laboratory.

Specimens must be legibly labeled with the patient's name or unique identifier. Testing cannot be performed on unlabeled specimens. Mislabeled or illegibly labeled specimens will not be tested unless the submitter can correct the identification problem.