



MEMORANDUM

To: Regional Medical Laboratory, Inc. (RML) OKC Midwife Clients

From: Penelope Cain, MT(ASCP), RML OKC Regional Manager
Samantha Mull, RML Sales, Business Development and Marketing Representative

Date: August 22, 2022

Subject: Process for Lab Work and Stats collected by OKC Midwife Clients

Regional Medical Laboratory, Inc. provides lab work services to Midwife Clients in the Metro OKC area.

Specimen collection process for lab work is as follows:

Collection Requirements:

- Draw blood work in appropriate specimen tubes.
- Tubes must be labeled with the patient's complete name, date of birth (DOB), date and time of the specimen collection.
- Complete the requisition with the patient's complete name, DOB, date and time of the collection, and fill in all tests that are ordered.
- Insurance information must be provided completely if RML is billing the patient.
- Please note that our cut off time for a pickup is 5:30 pm.
- If you are using another midwife's lock box, please provide the address where the lock box is located for proper specimen pickup.
- Be aware of using lock boxes in extreme hot or cold weather. Utilization of cold packs for specimens that need to be refrigerated is necessary at all times.
- Some tests can be stored in the refrigerator overnight and picked up first thing in the morning. Please note, CBC's are only good for 24 hours and some other blood tests will need to be spun down by a very specific time.
- You can always drop off your specimens at any of our RML Patient Service Center locations that are available during regular business hours Monday through Friday.
- If you have questions about tests, you can refer to the **RMLonline** Test Directory or call 405-286-9903 or 1-918-744-2500, option 2, then 1. During the evening hours or on the weekends select option 9.
- Weekend Service: All lab work on the weekends and for night testing should be taken to St. Anthony Hospital. Please follow the same protocol as outlined for STAT's.
- STATs: For critical Stats, take specimens to St. Anthony Hospital in OKC, 1000 N. Lee, Oklahoma City, OK.

- Tests that can be run STAT at St. Anthony Hospital are as follows:
 - CBC, CMP, UA, PT/PTT, bilirubin, ammonia, alcohol, creatinine, D-dimer, ABO/RH and cord blood, HCG pregnancy tests (both serum and urine)
 - Draw specimens in the correct tubes with complete labeling as mentioned above.
 - Complete the St. Anthony requisition with the patient's full name, DOB, date and time of the specimen collection, and all tests that are ordered. If you are out of requisitions, please contact 405-286-9903. We will replenish them for you.
 - Please provide complete insurance information if RML is to bill the patient for the tests performed.
 - Be sure to note STAT on the requisition and BILL RML
 - Include your fax number on the requisition if results need to be faxed back. Also include the fax number for RML on the requisition which is 405-286-9901.
 - Deliver the specimens and completed St. Anthony requisition to St Anthony's Hospital for laboratory testing.

St. Anthony's Hospital protocol for specimen drop off to the Laboratory:

- During regular business hours, you will enter via the main entrance on the west side of the hospital building and go to the Laboratory, which is located on the 3rd floor of the hospital.
- On the right side of the door to the Laboratory, there is a buzzer to let laboratory personnel know that you are present.
- After 9:00 pm, you will enter via the ER Department and ask for security. Security can escort you to the laboratory to drop off the specimens for testing.
- When you are back at your office location, please fax a copy of the requisition to 405-286-9901 to let us know you have dropped off specimens for testing. If you prefer, you can call us at our office number, 405-286-9903, and leave a message on the weekends or after hours. Provide the patient's name, DOB, and we will follow up for you.

We appreciate the opportunity to work with you and if you have any questions or concerns, please feel free to call Penny Cain, MT(ASCP), RML OKC Regional Manager at 405-286-9903 or Samantha Mull, RML Sales, Business Development and Marketing Representative at 405-401-8737.