

Test Reference Manual Guidelines

General definitions and explanations on information within the TRM:

- Information is displayed in a tabular format. The Overview tab provides a comprehensive overview, while other tabs provide a quick access to specific topics in the overview tab.
- Test Components section list all tests included in the panel. This field is only completed for panel tests, such as a Basic Metabolic Panel or Complete Blood Count.
- Useful For
 - New field for the lab test reference manual, still in progress.
 - The information in this field will provide an explanation of what the test is used for.
- Specimen Requirements table:
 - Fasting is defined as no consumption of food or beverage, other than water for 9 to 12 hours before testing, unless otherwise noted in the test information for a specific test.
 - Specimen Volume: The Specimen Requirements table includes 3 columns for volume requirements. Patient values are frequently abnormal, repeat testing; dilutions or other specimen manipulations are often required to obtain a reliable, reportable result. The lab recommends collecting “preferred volume” whenever possible to minimize recollections.
 - Specimen Volume (i.e. preferred volume) has been established to allow the laboratory to quickly process specimens, perform test and repeat testing, if necessary. Many of our testing platforms are fully automated; and as a result, this volume allows hands-free testing and the quickest turnaround time.
 - Specimen Minimum Volume, in most cases, will allow the laboratory to perform automated testing and allows for 1 repeat, if needed.
 - Pediatric Minimum Volume is the amount required to perform an assay once and may result in delays due to manual processes.
- Collection and Processing Instructions includes test specific collection and processing instructions. Not needed for all tests.
- Specimen Stability:
 - Ambient (Room Temperature) = 15-30°C
 - Refrigerate = 2-10°C
 - Frozen = -20°C or colder. Some test require specimen storage at -70°C and are indicated as such
 - Define the time – this is the time the specimen can be stored at the stated temperature and still be viable for testing.
- Rejection Criteria:
 - To ensure timely testing on quality specimens, criteria which will result in specimen rejection is included, if applicable. Mis-identified blood and urine specimens may result in specimen rejection.
- Performing Laboratory Information
 - The performing location is a list of all Marshfield Lab locations that perform a particular test.

- Analytical time is defined as the time to perform testing once the specimen has been received in the testing laboratory. In some circumstances, assays are batched and only performed on certain days of the week or times of the day. The analytic time does not include transport time or time sample is waiting in lab to be tested.
- Test Information
 - As applicable, this section includes additional information about the test, for example:
 - Test classification, i.e. the FDA classification of the test. The FDA requires the laboratory to append a report comment for certain classifications, such as Research Use Only (RUO) or Investigational Use Only (IUO).
 - Information regarding results, e.g. calculations used
 - Reference/links to additional information such as practice guidelines.
- Reference Range Information
 - Critical values can be found in the “Additional Information” section on the main page of the Test Reference manual. They are not included in each test entry.
 - Reference ranges for panel tests (such as CBC, Metabolic panels, etc) can be found in the individual test components.
- Interpretation
 - Provides user with interpretive test information.
- My Marshfield Clinic (Internal Only)
 - If results are approved to be available on “My Marshfield Clinic”, this field will list the number of days before the results will be available for viewing. If results are not approved for release, the field will indicate “Excluded”.
 - Some results are not approved to be released for minors. If that is the case, the “Minor Excluded” box will be checked.