



## ODH Microbiology Specimen Submission Form (Form HEA 2530) Instructions

- 1) One HEA 2530 is required for each specimen submitted to the Ohio Department of Health Laboratory (ODHL) for the testing listed on this form.
- 2) Please print legibly.
- 3) Each field marked with an asterisk (\*) is required information.
- 4) Section 1: Submitter's may include a patient specimen identification or medical record number in the box labeled 'Chart or Patient ID#'.
- 5) Section 2: In order to receive results by fax, a Health Information Portability and Accountability Act (HIPAA) secure fax declaration form must be on file with the ODHL. If necessary, contact Microbiology Customer Service 888/ODH-LABS to request a HIPAA secure fax form. Reports will be mailed to the submitter if a fax number is not provided.
- 6) Section 3:
  - a. 'Specimen' – indicate the type of specimen being submitted. For instance, if a BAL from a human is submitted, mark the bullet labeled 'Clinical (Human Origin)'; if the specimen is an isolate recovered from a BAL from a human, mark the bullet labeled 'Isolate (Human Origin)'.
  - b. 'Specimen Type' – indicate specimen source, e.g., BAL.
  - c. 'ODH Outbreak Number' – for a specimen associated with an outbreak under investigation by ODH Outbreak Response and Bioterrorism Investigation Team (ORBIT), enter the assigned outbreak number.
- 7) Section 4:
  - a. Indicate the test(s) requested.
  - b. Fields marked with a double asterisk (\*\*) require approval prior to submission.
- 8) 'Comments': Enter additional information related to the specimen submission.
- 9) 'For Use by the Ohio Department of Health Laboratory Only': Please do not mark in this area.