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Medical

LABORATORY PROGRAM

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This instruction adopts in part and implements Air Force Policy Directive 44-1, *Medical Operations*. This publication refers to information and services provided by the 59th Medical Diagnostic and Therapeutic Squadron (59 MDTs) Laboratory Flight (SGSLP) and the 559th Medical Squadron (559 MDS) Laboratory Element (SGSL). This instruction applies to all Military Medical Treatment Facilities (MTFs) and Clinics under the Authority, Direction, and Control of the Director, Wilford Hall Ambulatory Surgical Center, to include the 59th Medical Wing (MDW) medical staff using Clinical Laboratory Services to support patient care in execution of DHA's mission. However, this does not apply to 959th Medical Group personnel when using Brooke Army Medical Center's lab. This instruction does not apply to the Air National Guard or Air Force Reserve. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 55, *Medical and Dental Care*, and E.O. 9397 (SSN). The applicable SORN F044 AF SG D, and Automated Medical/Dental Record System is available at: <http://dpclo.defense.gov/privacy/SORNs/SORNs.htm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. The authority to waive requirements is the publication approval authority. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been revised. This rewrite of 59 MDWI 44-136 includes replacing the Composite Health Care System with the Military Health Systems GENESIS (MHSG), and removal of the Gateway Bulverde Clinic laboratory accreditation as it no longer performs laboratory testing.

1. Introduction.

1.1. 59 MDTS Laboratory Flight Accreditation.

1.1.1. WHASC Clinical Laboratory support is accredited by the following agencies:

1.1.1.1. The College of American Pathologists. Certification Number: 2142201.

1.1.1.2. The Department of Defense (DoD) Clinical Laboratory Improvement Program (CLIP). Registration Number: DoD 7823601.

1.1.1.3. The Food and Drug Administration. Registration Number: 116765286.

1.1.1.4. The American Association of Blood Banks. Membership Number: 008035.

1.1.1.5. The Joint Commission (TJC). Certification Number: 577666.

1.1.2. 559 MDS Laboratory Element Accreditation. Clinical Laboratory support is accredited by the following agencies:

1.1.2.1. The College of American Pathologists. Certification Number: 2136301.

1.1.2.2. The DoD Clinical Laboratory Improvement Program (CLIP). Registration Number: DoD 7815001

1.1.2.3. The Joint Commission (TJC). Certification Number: 93832

1.2. Point of Care Testing. To ensure the validity of results, TJC and CLIP have determined that laboratory tests performed by testing sites other than 59 MDTS Laboratory Flight must be done under the same guidelines, methodologies, controls, and procedure documentation as if they were performed by 59 MDTS Laboratory Flight. Refer to 59 MDWI 44-103, *Quality Assessment for Point of Care Testing* for more information.

1.2.1. New Point of Care Testing. Anyone wishing to establish Point of Care Testing must request the approval of the 59 MDTS Laboratory Flight Medical Director, through the 59 MDTS Point of Care Office (SGSLP). All approved or operational Point of Care Testing sites must be in compliance with 59 MDWI 44-103, registered and licensed to operate within 59 MDW. All point of care testing sites will be inspected by TJC and the College of American Pathologists in the 59 MDW, Wilford Hall Ambulatory Surgical Center (WHASC) and remote medical clinics.

1.3. Laboratory Information Systems. The Laboratory Information System (LIS) is one component of the Military Health System GENESIS (MHSG). LIS/MHSG is an integrated health care system that provides order-processing, specimen processing and results management.

1.3.1. LIS support for a particular patient is triggered by an order entered into the system. The system is designed for Health Care Providers (HCP) but will support order entry by other authorized users.

1.3.2. Only certified results are electronically available to local Military Health System users outside of the laboratory. Certified results maintained in MHSG become available to authorized users who inquire via any MHSG terminals in the WHASC or outlying medical clinics. Users inquiring about laboratory results identify the patient, review a display of orders for the patient (in chronological order) and select the order(s) of interest.

1.3.3. Outside Health Care Providers (HCPs). Outside HCPs must coordinate their request(s) with the Laboratory Information Systems at 210-292-6882 for 59 MDTS and 652-5342 for 559 MDS. To obtain results on patients that were ordered by an HCP different than the inquiring HCP/Clinic, the outside HCP/clinic must contact the Release of Health Care Information Office at 210-292-5081.

2. General Information.

2.1. WHASC Main Laboratory Location. The 59 MDTS Laboratory Flight Main Laboratory is located on the garden floor of Wilford Hall Ambulatory Surgical Center, building (bldg) 4554. The following ancillary locations provide specialized functions.

2.1.1. Laboratory Specimen Collection provides phlebotomy and specimen collection to all outpatient and ambulatory patients. It is located in building 4554, first floor, B Wing, pass the after hours pharmacy window and is immediately the next window on the right.

2.1.2. Hours of Operation. Normal duty hours are Monday - Friday, 730 to 1630, holidays excluded. **Table 2.1** shows the operating hours for the indicated laboratory sections.

Table 2.1. WHASC Main Laboratory Operating Hours.

| Laboratory Section | Operating Hours |
|---|--|
| Clinical Laboratory Flight | Pathologist on-call 24 hours (pager 513-0626) Flight Commander 292-5452 OIC 292-5454 |
| Specimen Collection (1st Floor) | 0700-1600 M-F, closed on Wednesday from 0700-0900 for training day, 292-7700 |
| Central Operations-Specimen Collection (1 st floor)) | Open M-F, 0700-1600, other routine or timed specimens contact NCOIC @ 292- 4620 or OIC 292-5454. |
| Blood Bank | Open 24 hours 292-5467/5466 |
| Hematology | Open 24 hours 292-5466 |
| Coagulation | Open 24 hours 292-5466 |
| Urinalysis | Open 24 hours 292-5466 |
| Core Chemistry | Open 24 hours 292-5466 |
| Microbiology | Open 24 hours 292-7267/5466 |
| Laboratory Information Systems | Normal duty hours M-F 0730-1630 (292-6882) |

2.2. Reid Clinic location. Reid Clinic is located at 1940 Carswell St. The laboratory is located to the left once entering building 7002 from the main entrance.

2.2.1. Normal Hours of Operation. Normal duty hours are Monday - Friday, 0700-1600. Specimen Collection is closed on holidays, family days, and down days.

2.3. Gateway Bulverde Clinic. GBC is located at 25615 281N Suite 250, San Antonio, TX 78258. Specimen Collection is located on the 2nd floor in the Family Health waiting area.

2.3.1. Normal Hours of Operation. Normal duty hours are Monday - Friday, 0700-1600. Specimen Collection is closed on holidays, family days, and down days.

2.4. General Information Randolph Clinic.

2.4.1. Laboratory Location. The 559 MDS Laboratory Element is located on the first floor of the Randolph Clinic, building (bldg) 1040, Room 1D101. The following ancillary locations provide specialized functions.

2.4.2. Laboratory Specimen Collection provides phlebotomy to all JBSA patients. It is located in building 1040, first floor, right hallway of the main entrance.

2.4.3. Hours of Operation. Normal duty hours are Monday - Friday, 0730 to 1630, holidays excluded.

3. Consolidated Wing Laboratory Guide. A comprehensive Consolidated Wing Laboratory Guide including test panels for all sections of the lab, special instructions, proper request procedures which includes specific test-related information is available on the kx, search under 59 LSQ – Joint Base San Antonio – Lackland:

<https://kx.health.mil/kj/kx9/59LaboratorySq/Pages/home.aspx>

4. Test Requisition Form.

4.1. Direct order entry must be accomplished before sending patients and/or specimens to the lab. In the event that MHSB is down, all test requests must be accompanied by a properly completed test requisition form 59 MDW Form 120, *Standard Lab Request*. The request form must be filled out by the requesting HCP and sent to Laboratory Specimen Collection or Central Operations Processing.

4.2. For outpatient clinic collected samples, the DoD number, date of birth, sex, requesting location, requesting provider, provider's contact (i.e. clinic or cell phone number), and the collection date/time are items that must be on the 59 MDW Form 120 (*Standard Lab Request*) in order for the laboratory to process the request(s). If the outpatient is sent to Specimen Collection to be drawn, the DoD number, date of birth, sex, requesting location, requesting provider, requesting provider signature and provider's contact (i.e. clinic or cell phone number) are items that must be on the 59 MDW Form 120 (*Standard Lab Request*) in order for the laboratory to process the request(s). The HCP, in the outpatient clinic, must properly indicate the test(s) required by checking the adequate box from the options given. If a test needed is not one of the options provided, write it under the "Additional Test/Comments:" box. To determine the status of the request (Stat or Routine), check the appropriate box next to the test name; each test has a Stat or Routine option box next to it. If the Stat box is not available (box is black), the test is not an orderable Stat. Refer to the Consolidated Wing Laboratory Guide for tube requirements. Any test marked with a specific color tube next to the test name must be collected in that specific color tube.

4.3. All 59 MDW Form 120 (*Standard Lab Request*) forms, processed by the laboratory, will be kept in a secured area for two years. After the retention period expires, they will be discarded according to the records disposition schedule Table and Rule T 44 – 02 R 01.00.

5. Microbiology Forms.

5.1. The Microbiology section will use 59 MDW Form 120 Standard Lab Request; 59 MDW Form 3012, *Throat Worksheet*; 59 MDW Form 3014, *Respiratory Worksheet*; 59 MDW Form

3016, *Stool Worksheet*; 59 MDW Form 3022, *Aerobic (Wound Superficial) Worksheet*; 59 MDW Form 3055, *Urine Worksheet*; 59 MDW Form 3155, *Blood Culture Worksheet*; 59 MDW Form 5027, *Anaerobic Worksheet*; 59 MDW Form 5029, *R/O MRSA/B-STREP B/VRE* to track and record results of all specimens cultured in Microbiology. All mentioned forms fulfill the same purpose but are for different specimen types/cultures.

5.2. 59 MDW Forms 120, 3012, 3014, 3016, 3022, 3055, 3155, 5027, and 5029 processed by the laboratory will be kept in a secured area for two years. After the retention period expires, they will be discarded according to the records disposition schedule in the AFRIMS Table and Rule T 44 – 02 Laboratory Records R 13.00.

6. Legal Blood Alcohol Test (BAT) Form.

6.1. The AFMES Form 18, *Forensic Toxicology Analysis Request* will be used for all legal BATs requested for judicial and /or administrative actions. When a legal BAT is authorized the laboratory technician will complete the AFMES Form 18. Contract personnel are not allowed to draw legal BATs.

6.2. All laboratory testing of legal BATs will be performed at the Armed Forces Medical Examiner System, Division of Forensic Toxicology located at Dover AFB using AFMES Form 18. All legal BAT results that are performed will be kept in a secured area for a minimum of two years. However, the laboratory must store these records as long as any legal action is pending and following client/agency requests. After the retention period expires, destroy records only after review by the appropriate legal staff and agencies using the records. Sobriety examination records are discarded according to the records disposition schedule AFRIMS Table and Rule T 44–02 Laboratory Records R 13.00.

THOMAS W. HARRELL
Brigadier General, USAF, MC
Director, Wilford Hall Ambulatory Surgical Center

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 44-1, *Medical Operations*, 9 June 2016

59 MDWI 44-103, *Quality Assessment for Point of Care Testing*, 9 May 2019

Privacy Act System Notice F044 AF SG D, *Automated Medical/Dental Record System*, 29 August 2003

Privacy Act System Notice F044 AF SG E, *Medical Records System*, 18 June 2010

F044 AF SG K, *Medical Professional Staffing Records*, 18 November 1997

Title 10, United States Code, Section 8013, *Secretary of the Air Force*, 1 February 2010

Prescribed Forms

59 MDW Form 120, *Standard Lab Request*

59 MDW Form 3012, *Throat Worksheet*

59 MDW Form 3014, *Respiratory Worksheet*

59 MDW Form 3016, *Stool Worksheet*

59 MDW Form 3022, *Aerobic (Wound Superficial) Worksheet*

59 MDW Form 3055, *Urine Worksheet*

59 MDW Form 3155, *Blood Culture Worksheet*

59 MDW Form 5027, *Anaerobic Worksheet*

59 MDW Form 5029, *R/O /MRSA/B-STREP B/VRE*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFMES Form 18, *Forensic Toxicology Analysis Request*

Acronyms and Abbreviations

AFMES—Air Force Medical Examiner System

BAT—Blood Alcohol Test

BLDG—Building

CLIP—Clinical Laboratory Improvement Program

DOD—Department of Defense

HCP—Health Care Providers

LIS—Laboratory Information System

MDTS—Medical Diagnostic and Therapeutic Squadron

MDW—Medical Wing

MHSG—Military Health System GENESIS

TJC—The Joint Commission

WHASC—Wilford Hall Ambulatory and Surgical Center