

The WA State Department of Health recently shipped COVID-19 screening supplies to your facility. We are contacting you to provide shipping information guidance for sending the samples to the University of Washington Laboratory Medicine. If you haven't already sent your swabs to the University of Washington, please read the following guidance:

Guidance for sending samples to UW for COVID-19 screening per WA DOH order

For skilled nursing facilities and memory care facilities sending COVID-19 PCR samples to UW Laboratory Medicine per Department of Health order 20-02, please consider the following information prior to sending samples.

Account Creation

To ensure rapid turnaround time and receive results via your desired route, please contact UW Laboratory Medicine's Client Support Services at (206) 520-4600 to create an account prior to sending samples. This will decrease confusion when we receive samples and minimize phone calls for clarification. Without an account we will not have a mechanism to report results back to you.

Results will be distributed back to the ordering facility via automated fax or client portal. **The route of result distribution must be configured by the facility prior to performing testing.** This is captured in the client intake process.

Requisitions

Please use one of the following requisition formats:

1. The [UW COVID-19 requisition](#) is a fillable pdf and can be downloaded and completed electronically. If you will hand write information, please use the UW requisition rather than the WA DOH requisition.
2. If you have set up a client account with the WA DOH Public Health Laboratories and are able to type information into the requisition for each individual being tested, the WA State Lab requisition format is a helpful alternative. The printed requisition includes a 2D barcode to facilitate data entry and decrease errors. See <https://wadepartmentofhealth.powerappsportals.com/>

Specimen Labeling, Collection, and Handling

- Include **at least two identifiers on the label** (e.g. full name in last name, first name format plus date of birth) that **exactly match the information on the requisition**.
- Information must match exactly regardless of the source of the label (electronic printed label or hand-written) to prevent delays in performing testing.
- Acceptable identifiers include:
 - full name
 - medical record number/patient ID
 - date of birth
 - specimen ID
 - social security number.
- **Please include only one sample and one requisition per bag.**
- If you are not using state-supplied packaging to ship samples, please ship samples to: 1616 Eastlake Avenue E, Suite 255, Seattle, WA, 98102

Laboratory Contact Information

Please direct all questions to the Department of Laboratory Medicine Client Support Services:

Phone: (206) 520-4600 or 1 (800) 713-5198

Email: commserv@uw.edu

Additional Information from WA Department of Health

[FAQ: COVID-19 Testing of Residents and Staff of Nursing Homes and Assisted Living Facilities with Memory Care Units](#)

Associated Tests

Code	Name	Specimen	Comments
NCVQLT	SARS-CoV-2 (COVID-19) Qualitative PCR	nasopharyngeal (NP) or oropharyngeal (OP...	

What happens if we don't make the deadline?

We understand that there have been supply delays that may impact the ability to complete testing. We are working hard to get facilities the supplies they need to complete testing and are asking that facilities try to complete the test by the deadline (6/12 for SNFs and 6/26 for memory care). However, facilities will not be cited if they miss the deadline, and are just asked to complete testing as soon as feasible.

A note about volunteer health professionals:

Make sure volunteer health professionals get tested. They will need to fill out the form and register.

Do you have further questions regarding this process?

Please contact UW Laboratory Medicine Client Support Services:

Phone: (206) 520-4600 or 1 (800) 713-5198

Email: commserv@uw.edu

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