POLICY STATEMENTS

Animal Specimens
We do not accept animal specimens for laboratory testing.

Billing

Client—Each month you will receive an itemized invoice/statement which will indicate the date of service, patient name, CPT code, test name, and test charge. Payment terms are net 30 days. When making payment, please include our invoice number on your check to ensure proper credit to your account.

Patient—Mayo Medical Laboratories does not routinely bill patient’s insurance; however, if you have made advanced arrangements to have Mayo Medical Laboratories bill your patient’s insurance, please include the following required billing information: responsible party, patient’s name, current address, zip code, phone number, Social Security number, and diagnosis code. Providing this information will avoid additional correspondence to your office at some later date. Please advise your patients that they will receive a bill for laboratory services from Mayo Medical Laboratories for any personal responsibility after insurance payment. VISA® and MasterCard® are acceptable forms of payment.

Billing—CPT Coding
It is your responsibility to determine correct CPT codes to use for billing. While this catalog lists CPT codes in an effort to provide some guidance, CPT codes listed only reflect our interpretation of CPT coding requirements and are not necessarily correct. Particularly, in the case of a test involving several component tests, this catalog attempts to provide a comprehensive list of CPT codes for all of the possible components of the test. Only a subset of component tests may be performed on your specimen. You should verify accuracy of codes listed. Where multiple codes are listed, you should select codes for tests actually performed on your specimen. MAYO MEDICAL LABORATORIES ASSUMES NO RESPONSIBILITY FOR BILLING ERRORS DUE TO RELIANCE ON CPT CODES LISTED IN THIS CATALOG. For further reference, please consult the CPT Coding Manual published by the American Medical Association. If you have any questions regarding use of a code, please contact your local Medicare carrier.

Business Continuity and Contingency Planning
In the event of a local, regional, or national disaster, Mayo Clinic and Mayo Medical Laboratories’ performing sites have comprehensive contingency plans in place in each location to ensure that the impact on laboratory practice is minimized. With test standardization between our performing sites and medical practice locations throughout the country, we have worked to ensure that patient care will not be compromised.

Cancellation of Tests
Cancellations received prior to test setup will be honored at no charge. Requests received following test setup cannot be honored. A report will be issued automatically and charged appropriately.

Chain-of-Custody
Chain-of-custody, a record of disposition of a specimen to document who collected it, who handled it, and who performed the analysis, is necessary when results are to be used in a court of law. Mayo Medical Laboratories has developed packaging and shipping materials that satisfy legal requirements for chain-of-custody. This service is only offered for drug testing.
Compliance Policies
Mayo Medical Laboratories is committed to compliance with applicable laws and regulations such as the Clinical Laboratory Improvement Amendments (CLIA). Regulatory agencies that oversee our compliance include, but are not limited to, the Centers for Medicare and Medicaid Services (CMS), the Food and Drug Administration (FDA), and the Department of Transportation (DOT). Mayo Medical Laboratories develops, implements, and maintains policies, processes, and procedures throughout our organization which are designed to meet relevant requirements. We expect clients utilizing our services will ensure their compliance with patient confidentiality, diagnosis coding, anti-kick back statutes, professional courtesy, CPT-4 coding, CLIA proficiency testing, and other similar regulatory requirements. Also see “Accreditation and Licensure,” “HIPAA Compliance,” and “Reportable Disease.”

Confidentiality of Results
Mayo Medical Laboratories is committed to maintaining confidentiality of patient information. To ensure Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the College of American Pathologists (CAP) compliance for appropriate release of patient results, Mayo Medical Laboratories has adopted the following policies:

**Phone Inquiry Policy**—One of the following unique identifiers will be required:

- Mayo Medical Laboratories’ accession ID number for specimen; or
- Client account number from Mayo Medical Laboratories along with patient name; or
- Client accession ID number interfaced to Mayo Medical Laboratories; or
- Identification by individual that he or she is, in fact, “referring physician” identified on requisition form by Mayo Medical Laboratories’ client

Under federal regulations, we are only authorized to release results to ordering physicians or health care providers responsible for the individual patient’s care. Third parties requesting results including requests directly from the patient are directed to the ordering facility. We appreciate your assistance in helping Mayo Medical Laboratories preserve patient confidentiality. Provision of appropriate identifiers will greatly assist prompt and accurate response to inquiries and reporting.

Critical Values
The “Critical Values Policy” of the Department of Laboratory Medicine and Pathology (DLMP), Mayo Clinic, Rochester, Minnesota is described below. These values apply to Mayo Clinic patients as well as the extramural practice administered through affiliate Mayo Medical Laboratories. Clients should provide contact information to Mayo Laboratory Inquiry to facilitate call-backs. To facilitate this process, a customized form is available at mayomedicallaboratories.com

**Definition of Critical Value**—A critical value is defined by Mayo Clinic physicians as a value that represents a pathophysiological state at such variance with normal (expected values) as to be life-threatening unless something is done promptly and for which some corrective action could be taken.

**Abnormals are Not Considered Critical Values**— Most laboratory tests have established reference ranges, which represent results that are typically seen in a group of healthy individuals. While results outside these reference ranges may be considered abnormal, “abnormal” results and “critical values” are not synonymous. Analytes on the DLMP Critical Values List represent a subgroup of tests that meet the above definition.

**Action Taken when a Result is Obtained that Exceeds the Limit Defined by the DLMP Critical Values List**—In addition to the normal results reporting (eg, fax, interface), Mayo Medical Laboratories’ staff telephone the ordering physician or the client-provided contact number within 60 minutes following laboratory release of the critical test result(s). In the event that contact is not made within the 60-minute period, we continue to telephone until the designated party is reached and the result is conveyed in compliance and adherence to the CAP.
**Semi-Urgent Results**—Semi-Urgent Results are defined by Mayo Clinic as those infectious disease-related results that are needed promptly to avoid potentially serious health consequences for the patient (or in the case of contagious diseases, potentially serious health consequences to other persons exposed to the patient) if not acknowledged and/or treated by the physician. While not included on the Critical Values List, this information is deemed important to patient care in compliance and adherence to the CAP.

To complement Mayo Medical Laboratories’ normal reporting mechanisms (e.g., fax, interface), Mayo Medical Laboratories’ staff will telephone results identified as significant microbiology findings to the ordering facility within 2 hours following laboratory release of the result(s). In the event that contact is not made within the 2-hour period, we will continue to telephone until the responsible party is reached and the result is conveyed. In addition, in most instances, you will see the comment **SIGNIFICANT RESULT** appear on the final report.

For information regarding the Mayo Clinic Critical Value List, contact Mayo Medical Laboratories at 800-533-1710 or 507-266-5700 or visit mayomedicallaboratories.com.

**Disclosures of Results**
Under federal regulations, we are only authorized to release results to ordering physicians or other health care providers responsible for the individual patient’s care. Third parties requesting results, including requests directly from the patient, are directed to the ordering facility.

**Extracted Specimens**
Mayo Medical Laboratories will accept extracted nucleic acid for clinical testing, provided it is an acceptable specimen source for the ordered test, if the isolation was performed in a CLIA-certified laboratory or a laboratory meeting equivalent requirements as determined by the CAP and/or the CMS.

**Fee Changes**
Fees are subject to change without notification and complete pricing per accession number is available once accession number is final. Specific client fees are available by calling Mayo Laboratory Inquiry at 800-533-1710 or 507-266-5700 or by visiting mayomedicallaboratories.com.

**Framework for Quality**
“Framework for Quality” is the foundation for the development and implementation of the quality program for Mayo Medical Laboratories. Our framework builds upon the concepts of quality control and quality assurance providing an opportunity to deliver consistent, high-quality and cost-effective service to our clients. In addition, our quality program enhances our ability to meet and exceed the requirements of regulatory/accreditation agencies and provide quality service to our customers.

A core principle at Mayo Medical Laboratories is the continuous improvement of all processes and services that support the care of patients. Our continuous improvement process focuses on meeting the needs of you, our client, to help you serve your patients.

“Framework for Quality” is composed of 12 “Quality System Essentials.” The policies, processes, and procedures associated with the “Quality System Essentials” can be applied to all operations in the path of workflow (e.g., pre-analytical, analytical, and post-analytical). Performance is measured through constant monitoring of activities in the path of workflow and comparing performance through benchmarking internal and external quality indicators and proficiency testing.

Data generated by quality indicators drives process improvement initiatives to seek resolutions to system-wide problems. Mayo Medical Laboratories utilizes “Failure Modes and Effects Analysis (FMEA),” “Plan Do Study Act (PDSA),” “LEAN,” “Root Cause Analysis,” and “Six Sigma” quality improvement tools to determine appropriate remedial, corrective, and preventive actions.
Quality Indicators—Mayo Medical Laboratories produces hundreds of Key Performance Indicators for our business and operational areas, and we review them regularly to ensure that we continue to maintain our high standards. A sampling of these metrics includes:

- Pre-analytic performance indicators
  - Lost specimens*
  - On-time delivery
  - Special handling calls
  - Specimen acceptability*
  - Specimen identification*
  - Incoming defects*

- Analytic performance indicators
  - Proficiency testing
  - Test reliability
  - Turnaround (analytic) times
  - Quantity-not-sufficient (QNS) specimens*

- Post-analytic performance indicators
  - Revised reports*
  - Critical value reports*

- Operational performance indicators
  - Incoming call resolution*
  - Incoming call abandon rate
  - Call completion rate
  - Call in-queue monitoring
  - Customer complaints
  - Customer satisfaction surveys

The system provides a planned, systematic program for defining, implementing, monitoring, and evaluating our services.

*Measured using Six Sigma defects per million (dpm) method.

HIPAA Compliance
Mayo Medical Laboratories is fully committed to compliance with all privacy, security, and electronic transaction code requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). All services provided by Mayo Medical Laboratories that involve joint efforts will be done in a manner which enables our clients to be HIPAA and the College of American Pathologists (CAP) compliant.

Infectious Material
The Centers for Disease Control (CDC) in its regulations of July 21, 1980, has listed organisms/diseases for which special packaging and labeling must be applied. Required special containers and packaging instructions can be obtained from us by using the “Request for Supplies” form or by ordering from the online Supply Catalog at mayomedicallaboratories.com/customer-service/supplies/index.php.

Shipping regulations require that infectious substances affecting humans be shipped in a special manner. See “Infectious Material.” A copy of the regulations can be requested from the International Air Transport Association (IATA); they may be contacted by phone at 514-390-6770 or faxed at 514-874-2660.

Informed Consent Certification
Submission of an order for any tests contained in this catalog constitutes certification to Mayo Medical Laboratories by ordering physician that: (1) ordering physician has obtained “Informed Consent” of subject patient as required by any applicable state or federal laws with respect to each test ordered; and (2) ordering physician has obtained from subject patient authorization permitting Mayo Medical Laboratories to report results of each test ordered directly to ordering physician.
On occasion, we forward a specimen to an outside reference laboratory. The laws of the state where the reference laboratory is located may require written informed consent for certain tests. Mayo Medical Laboratories will request that ordering physician pursue and provide such consent. Test results may be delayed or denied if consent is not provided.

**Non-Biologic Specimens**
Due to the inherent exposure risk of non-biologic specimens, their containers, and the implied relationship to criminal, forensic, and medico-legal cases, Mayo Medical Laboratories does not accept nor refer non-biologic specimen types. Example specimens include: unknown solids and liquids in the forms of pills, powder, intravenous fluids, or syringe contents.

**Patient Safety Goals**
One of The Joint Commission National Patient Safety goals for the Laboratory Services Program is to improve the accuracy of patient identification by using at least 2 patient identifiers when providing care, treatment, or services.

Mayo Medical Laboratories uses multiple patient identifiers to verify the correct patient is matched with the correct specimen and the correct order for the testing services. As a specimen is received at Mayo Medical Laboratories, the client number, patient name, and patient age date of birth are verified by comparing the labels on the specimen tube or container with the electronic order and any paperwork (batch sheet or form) which may accompany the specimen to be tested. When discrepancies are identified, the Mayo Laboratory call center will call the client to verify discrepant information to assure Mayo Medical Laboratories is performing the correct testing for the correct patient. When insufficient or inconsistent identification is submitted, Mayo Medical Laboratories will recommend that a new specimen be obtained, if feasible.

In addition, Anatomic Pathology consultation services require the Client Pathology Report. The pathology report is used to match the patient name, patient age and/or date of birth, and pathology case number. Since tissue blocks and slides have insufficient space to print the patient name on the block, the pathology report provides Mayo Medical Laboratories another mechanism to confirm the patient identification with the client order and labels on tissue blocks and slides.

**Parallel Testing**
Parallel testing may be appropriate in some cases to re-establish patient baseline results when converting to a new methodology at Mayo Medical Laboratories. Contact your Regional Manager at 800-533-1710 or 507-266-5700 for further information.

**Proficiency Testing**
We are a College of American Pathologists (CAP)-accredited, CLIA-licensed facility that voluntarily participates in many diverse external and internal proficiency testing programs. It is Mayo Medical Laboratories’ expectation that clients utilizing our services will adhere to CLIA requirements for proficiency testing (42 CFR 493.801), including a prohibition on discussion about samples or results and sharing of proficiency testing materials with Mayo Medical Laboratories during the active survey period.

Mayo Medical Laboratories’ proficiency testing includes participation in CMS-approved programs. Mayo Medical Laboratories also performs alternative assessment using independent state, national, and international programs when proficiency testing is not available. Mayo Medical Laboratories also conducts comparability studies to ensure the accuracy and reliability of patient testing, when necessary. We comply with the regulations set forth in Clinical Laboratory Improvement Amendments (CLIA-88), the Occupational Safety and Health Administration (OSHA), or the Centers for Medicare & Medicaid Services (CMS).

It is Mayo Medical Laboratories’ expectation that clients utilizing our services will adhere to CLIA requirements for proficiency testing including a prohibition on discussion about samples or results and sharing
of proficiency testing materials with Mayo Medical Laboratories during the active survey period. Referring of specimens is acceptable for comparison purposes when an approved proficiency-testing program is not available for a given analyte.

Radioactive Specimens
Specimens from patients receiving radioactive tracers or material should be labeled as such. All incoming shipment arriving at Mayo Medical Laboratories are routed through a detection process in receiving to determine if the samples have any levels of radioactivity. If radioactive levels are detected, the samples are handled via an internal process that assures we do not impact patient care and the safety of our respective staff. This radioactivity may invalidate the results of radioimmunoassays (RIA).

Record Retention
Mayo Medical Laboratories retains all test requisitions and patient test results at a minimum for the retention period required to comply with and adhere to the CAP. A copy of the original report can be reconstructed including reference ranges, interpretive comments, flags, and footnotes with the source system as the Department of Laboratory Medicine’s laboratory information system.

Referral of Tests to Another Laboratory
Mayo Medical Laboratories forwards tests to other laboratories as a service to its clients. This service should in no way represent an endorsement of such test or referral laboratory or warrant any specific performance for such test. Mayo Medical Laboratories will invoice for all testing referred to another laboratory at the price charged to Mayo Medical Laboratories. In addition, Mayo Medical Laboratories will charge an administrative fee per test for such referral services.

Reflex Testing
Mayo Medical Laboratories identifies tests that reflex when medically appropriate. In many cases, Mayo Medical Laboratories offers components of reflex tests individually as well as together. Clients should familiarize themselves with the test offerings and make a decision whether to order a reflex test or an individual component. Clients, who order a reflex test, can request to receive an “Additional Testing Notification Report” which indicates the additional testing that has been performed. This report will be faxed to the client. Clients who wish to receive the “Additional Testing Notification Report” should contact their Regional Manager or Regional Service Representative.

Reportable Disease
Mayo Medical Laboratories, in compliance with and adherence to the College of American Pathologists (CAP) Laboratory General Checklist (CAP GEN. 20373) strives to comply with laboratory reporting requirements for each state health department regarding reportable disease conditions. We report by mail, fax, and/or electronically, depending upon the specific state health department regulations. Clients shall be responsible for compliance with any state specific statutes concerning reportable conditions, including, but not limited to, birth defects registries or chromosomal abnormality registries. This may also include providing patient address/demographic information. Mayo Medical Laboratories’ reporting does not replace the client/physician responsibility to report as per specific state statues.

Request for Physician Name and Number
Mayo Medical Laboratories endeavors to provide high quality, timely results so patients are able to receive appropriate care as quickly as possible. While providing esoteric reference testing, there are times when we need to contact the ordering physician directly. The following are 2 examples:

When necessary to the performance of a test, the ordering physician’s name and phone number are requested as part of “Specimen Required.” This information is needed to allow our physicians to make timely consultations or seek clarification of requested services. If this information is not provided at the time of specimen receipt, we will call you to obtain the information. By providing this information up front,
delays in patient care are avoided.

In some situations, additional information from ordering physician is necessary to clarify or interpret a test result. At that time, Mayo Medical Laboratories will request physician’s name and phone number so that one of our staff can consult with the physician.

We appreciate your rapid assistance in supplying us with the ordering physician’s name and phone number when we are required to call. Working together, we can provide your patients with the highest quality testing services in the shortest possible time.

Special Handling
Mayo Medical Laboratories serves as a reference laboratory for clients around the country and world. Our test information, including days and time assays are performed as well as analytic turnaround time, is included under each test listing in the Test Catalog on mayomedicallaboratories.com. Unique circumstances may arise with a patient resulting in a physician request that the specimen or results receive special handling. There are several options available. These options can only be initiated by contacting Mayo Laboratory Inquiry at 800-533-1710 and providing patient demographic information.

There is a nominal charge associated with any special handling.

- **Hold**: If you would like to send us a specimen and hold that specimen for testing pending initial test results performed at your facility, please call Mayo Laboratory Inquiry. We will initiate a hold and stabilize the specimen until we hear from you.

- **Expedite**: If you would like us to expedite the specimen to the performing laboratory, you can call Mayo Laboratory Inquiry and request that your specimen be expedited. Once the shipment is received in our receiving area, we will deliver the specimen to the performing laboratory for the next scheduled analytic run. We will not set up a special run to accommodate an expedite request.

- **STAT**: In rare circumstances, STAT testing from the reference laboratory may be required for patients who need immediate treatment. These cases typically necessitate a special analytic run to turn results around as quickly as possible. To arrange STAT testing, please have your pathologist, physician, or laboratory director call Mayo Laboratory Inquiry. He/she will be connected with one of our medical directors to consult about the patient’s case. Once mutually agreed upon that there is a need for a STAT, arrangements will be made to assign resources to run the testing on a STAT basis when the specimen is received.

Specimen Identification Policy
In compliance with and adherence to the CAP and the Joint Commission’s 2008 Patient Safety Goals (1A), Mayo Medical Laboratories’ policy states that all specimens received for testing must be correctly and adequately labeled to assure positive identification. Specimens must have 2 person-specific identifiers on the patient label. Person-specific identifiers may include: accession number, patient’s first and last name, unique identifying number (eg, medical record number), or date of birth. Specimens are considered mislabeled when there is a mismatch between the person-specific identifiers on the specimen and information accompanying the specimen (eg, computer system, requisition form, additional paperwork).

When insufficient or inconsistent identification is submitted, Mayo Medical Laboratories will recommend that a new specimen be obtained, if feasible.

Specimen Rejection
All tests are unique in their testing requirements. To avoid specimen rejection or delayed turnaround times, please check the “Specimen Required” field within each test. You will be notified of rejected or problem specimens upon receipt.

Please review the following conditions prior to submitting a specimen to Mayo Medical Laboratories:
• Full 24 hours for timed urine collection
• pH of urine
• Lack of hemolysis/lipemia
• Specimen type (plasma, serum, whole blood, etc.)
• Specimen volume
• Patient information requested
• Proper identification of patient/specimen
• Specimen container (metal-free, separation gel, appropriate preservative, etc.)
• Transport medium
• Temperature (ambient, frozen, refrigerated)

Specimen Volume
The “Specimen Required” section of each test includes 2 volumes - preferred volume and minimum volume. Preferred volume has been established to optimize testing and allows the laboratory to quickly process specimen containers, present containers to instruments, perform test, and repeat test, if necessary. Many of our testing processes are fully automated; and as a result, this volume allows hands-free testing and our quickest turnaround time (TAT). Since patient values are frequently abnormal, repeat testing, dilutions, or other specimen manipulations often are required to obtain a reliable, reportable result. Our preferred specimen requirements allow expeditious testing and reporting.

When venipuncture is technically difficult or the patient is at risk of complications from blood loss (eg, pediatric or intensive care patients), smaller volumes may be necessary. Specimen minimum volume is the amount required to perform an assay once, including instrument and container dead space.

When patient conditions do not mandate reduced collection volumes, we ask that our clients submit preferred volume to facilitate rapid, cost-effective, reliable test results. Submitting less than preferred volume may negatively impact quality of care by slowing TAT, increasing the hands-on personnel time (and therefore cost) required to perform test.

Mayo Clinic makes every possible effort to successfully test your patient’s specimen. If you have concerns about submitting a specimen for testing, please call Mayo Laboratory Inquiry at 800-533-1710 or 507-266-5700. Our staff will discuss the test and specimen you have available. While in some cases specimens are inadequate for desired test, in other cases, testing can be performed using alternative techniques.

Supplies
Shipping boxes, specimen vials, special specimen collection containers, and request forms are supplied without charge. Supplies can be requested using one of the following methods: use the online ordering functionality available at mayomedicallaboratories.com/supplies or call Mayo Laboratory Inquiry at 800-533-1710 or 507-266-5700.

Test Classifications
Analytical tests offered by Mayo Medical Laboratories are classified according to the FDA labeling of the test kit or reagents and their usage. Where appropriate, analytical test listings contain a statement regarding these classifications, test development, and performance characteristics. The classifications include:

• **FDA-PMI: FDA Cleared, Approved, or Exempt, Used Per Manufacturer’s Instructions** - This test has been cleared or approved by the U.S. Food and Drug Administration and is used per manufacturer’s instructions. Performance characteristics were verified by Mayo Clinic in a manner consistent with CLIA requirements.

• **M-LDT: Modified FDA Cleared or Approved Test** - This test has been modified from the
Policies

Mayo Medical Laboratories [POL 056279.002] Effective Date: 02/12/2018

manufacturer’s instructions. Its performance characteristics were determined by Mayo Clinic in a manner consistent with CLIA requirements. This test has not been cleared or approved by the U.S. Food and Drug Administration.

- **ASR-LDT: Laboratory Developed Test Using an Analyte Specific Reagent** - This test was developed using an analyte specific reagent. Its performance characteristics were determined by Mayo Clinic in a manner consistent with CLIA requirements. This test has not been cleared or approved by the U.S. Food and Drug Administration.

- **LDT: Laboratory Developed Test** - This test was developed and its performance characteristics determined by Mayo Clinic in a manner consistent with CLIA requirements. This test has not been cleared or approved by the U.S. Food and Drug Administration.

- **T-LDT: Laboratory Developed Test Using a Traditional Method** - This test uses a standard method. Its performance characteristics were determined by Mayo Clinic in a manner consistent with CLIA requirements. This test has not been cleared or approved by the U.S. Food and Drug Administration.

- **EUA: Emergency Use Authorization** - This test has received Emergency Use Authorization (EUA) by the U.S. Food and Drug Administration and is used per manufacturer's instructions. Performance characteristics were verified by Mayo Clinic in a manner consistent with CLIA requirements.

**Test Development Process**

Mayo Medical Laboratories serves patients and health care providers from Mayo Clinic, Mayo Health System, and our reference laboratory clients worldwide. We are dedicated to providing clinically useful, cost-effective testing strategies for patient care. Development, validation, and implementation of new and improved laboratory methods are major components of that commitment.

Each assay utilized at Mayo Clinic, whether developed on site or by others, undergoes an extensive validation and performance documentation period before the test becomes available for clinical use. Validations follow a standard protocol that includes:

- Accuracy
- Precision
- Sensitivity
- Specificity and interferences
- Reportable range
- Linearity
- Specimen stability
- Specimen type comparisons
- Urine preservative studies: stability at ambient, refrigerated, and frozen temperatures and with 7 preservatives; at 1, 3, and 7 days
- Comparative evaluation: with current and potential methods
- Reference values: using medically evaluated healthy volunteers, male and female, across age groups. The number of observations required for each test is determined by biostatistic analysis. Unless otherwise stated, reference values provided by Mayo Medical Laboratories are derived from studies performed in our laboratories. When reference values are obtained from other sources, the source is indicated in the “Reference Values” field.
- Workload recording
- Limitations of the assay
- Clinical utility and interpretation: written by Mayo Clinic medical experts, electronically available (MayoAccess™)
Test Result Call-Backs
Results will be phoned to a client when requested from the client (either on Mayo Medical Laboratories’ request form or from a phone call to Mayo Medical Laboratories from the client).

Time-Sensitive Specimens
Please contact Mayo Laboratory Inquiry at 800-533-1710 or 507-266-5700 prior to sending a specimen for testing of a time-sensitive nature. Relay the following information: facility name, account number, patient name and/or Mayo Medical Laboratories’ accession number, shipping information (ie, courier service, FedEx®, etc.), date to be sent, and test to be performed. Place specimen in a separate Mayo Medical Laboratories’ temperature appropriate bag. Please write “Expiration” in large print on outside of bag.

Turnaround Time (TAT)
Mayo Medical Laboratories’ extensive test menu reflects the needs of our own health care practice. We are committed to providing the most expedient TAT possible to improve diagnosis and treatment. We consider laboratory services as part of the patient care continuum wherein the needs of the patient are paramount. In that context, we strive to fulfill our service obligations. Our history of service and our quality metrics will document our ability to deliver on all areas of service including TAT.

Mayo Medical Laboratories defines TAT as the analytical test time (the time from which a specimen is received at the testing location to time of result) required. TAT is monitored continuously by each performing laboratory site within the Mayo Clinic Department of Laboratory Medicine and Pathology. For the most up-to-date information on TAT for individual tests, please visit us at mayomedicallaboratories.com or contact our Mayo Laboratory Inquiry at 800-533-1710 or 507-266-5700.

Unlisted Tests
Mayo Medical Laboratories does not list all available test offerings in the paper catalog. New procedures are developed throughout the year; therefore, some tests are not listed in this catalog. Although we do not usually accept referred tests of a more routine type, special arrangements may be made to provide your laboratory with temporary support during times of special need such as sustained instrumentation failure. For information about unlisted tests, please call Mayo Laboratory Inquiry at 800-533-1710 or 507-266-5700.
RELATED DOCUMENTS

<table>
<thead>
<tr>
<th>Document/Form Title</th>
<th>Document Identification/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

REVISION/DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Version</th>
<th>Synopsis of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/18/2015</td>
<td>001</td>
<td>Created and assigned # 056279. Entered DLMP document control.</td>
</tr>
<tr>
<td>02/12/2018</td>
<td>002</td>
<td>Updated current test classifications, added section on extracted specimens per CAP MOL.32427, modified proficiency testing section</td>
</tr>
</tbody>
</table>

REVIEW AND APPROVAL SIGNATURES

<table>
<thead>
<tr>
<th>Current Version</th>
<th>Annual/Biennial Review</th>
<th>Annual/Biennial Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>Approver</td>
<td>Approver</td>
</tr>
</tbody>
</table>