

Instructions for Completing General Test Requisitions

Huron Perth Public Health (HPPH) recommends all testing go to Public Health Ontario Laboratories.

- If your facility is using a private lab (e.g., Dynacare or LifeLabs) ensure the requisition is completed for the testing required.
- Enteric samples must go to a Public Health Ontario Laboratory for testing.
- No outbreak number is required until HPPH provides one to you.
- Symptomatic staff are eligible for testing as part of an outbreak.

Completing the Public Health Ontario general test requisition

- It is important to use the current version of the General Test Requisition.
 - You can check for updates on the Public Health Ontario [website](#); choose Laboratory Services and go to Test Requisitions for up-to-date requisitions.
- To save time, you can complete the most common sections of information on the requisition, save it and have copies pre-printed to use. You will only need to add the resident/staff information.
 - You can also have printed labels for the residents and staff to affix to the specimen and the requisition.
 - If pre-populated requisitions are used, verify all fields remain current and applicable before submission.

Section: submitter/healthcare provider (HCP) information

- This is a required field and must include a medical doctor, or nurse practitioner. **Do not** put MOH Dr. Klassen in this section.
- If this section is not completed in its entirety, the sample will not be tested.
- Provide the ordering provider's (your facility's physician, nurse practitioner, or resident's primary health provider, etc.) professional license number (e.g., CPSO or CNO number).
- Enter the address of your institution and be sure to add your facility's fax number/physician's fax number to ensure you receive your results.

NOTE: if you are not providing a fax number, the test results will be mailed via Canada Post.

Copy to other lab/health unit/authorized healthcare provider (HCP)

- In this section include:

CPSO 59313
Huron Perth Public Health
Dr. Miriam Klassen, MOH
653 West Gore Street, Stratford ON N5A 1L4
Phone: 1-888-221-2133
Fax: 519-271-2195

Section: patient setting/type

- Select Congregate Living Setting

Section: testing indication(s)/criteria

- Select Diagnosis

Section: signs/symptoms

- Enter date of symptom onset and select applicable symptoms.
- Signs and symptoms should be completed, including symptom onset date where applicable. Incomplete clinical information may result in testing delays or cancellation.

Section: relevant exposure(s)

- Complete if there is a known exposure

Section: relevant travel(s)

- Complete if there has been travel

Section: patient (i.e., resident/staff) information

- Where at all possible, be sure to include as many of the patient identifiers as possible, e.g., the patient's full name (ensure it matches their name on their health card), date of birth, and Health Card number.

NOTE: all information on the requisition must match the specimen label or the lab will reject it.

- Enter the facility address and include the outbreak number if you have been issued one.

**Section: specimen information**

- Select the type of specimen collected from the patient.
- Once the specimen is collected, add the specimen collection date to the requisition. This step is very important to ensure the most accurate interpretation of the test results.

Section: tests requested

- Choose which test you are requesting:
 - For respiratory testing, Respiratory Virus and/or COVID-19 can be listed.
 - For enteric testing, Viral and Bacterial can be listed. You can also list Multiplex Gastrointestinal/Viral PCR (MGVP). Alternatively, you can consult with HPPH or Public Health Ontario Laboratory prior to sampling and instructions will be provided.