

**Updates**  
**Laboratory Data Reporting Manual**  
**Revised July 2011**

<b>Manual Page No.</b>	<b>Description of Revision</b>
p. 3	<p><u>Data File Format</u></p> <p><b>Delete:</b> An “end of file” marker must follow the line feed of the last record.</p> <p>Revised: July 2011</p>
p. 3	<p><u>Data File Format</u></p> <p><b>Previous:</b> Standard text characters with ASCII values between 32 and 127 are accepted.</p> <p><b>Current:</b> Standard text characters with ASCII values between 32 and 126 are accepted.</p> <p>Revised: July 2011</p>
p. 3	<p><u>Data File Format</u></p> <p><b>Previous:</b> Characters not accepted:</p> <ul style="list-style-type: none"><li>○ ASCII values 128 and higher (characters such as non-Latin characters such as Greek or Cyrillic letters - α, β, æ, Φ, etc., and letters with accent marks such as tildes, umlauts, graves, etc. - ä, ô, é, ñ, etc.)</li></ul> <p><b>Current:</b> Characters not accepted:</p> <ul style="list-style-type: none"><li>○ ASCII values 127 and higher (characters such as non-Latin characters such as Greek or Cyrillic letters - α, β, æ, Φ, etc., and letters with accent marks such as tildes, umlauts, graves, etc. - ä, ô, é, ñ, etc.)</li></ul> <p>Revised: July 2011</p>
p. 3	<p><u>Where to Send the Data</u></p> <p><b>Previous:</b> Data must be submitted with the quarterly inpatient billing (UB-04) data using PHC4’s secure portal at <a href="https://www.phc4submit.org">https://www.phc4submit.org</a>.</p> <p><b>Current:</b> The laboratory data file must be submitted using PHC4’s secure portal at <a href="https://www.phc4submit.org">https://www.phc4submit.org</a>. The laboratory data file can be submitted at the same time as the billing (UB-04) data file, or it can be submitted after the billing data file has been submitted for the collection period.</p> <p>Revised: July 2011</p>

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p. 4	<p><u>Source Documents</u></p> <p><b>Previous:</b> Observed test results (e.g., O<sub>2</sub> Saturation from pulse oximeter) and other test results from glucometers, chemsticks, etc. should not be submitted. Submit test results specific to the laboratory test only. As an example, for the laboratory test of Hemoglobin, do not submit a hemoglobin value that was reported as part of an arterial blood gas test result.</p> <p><b>Current:</b> Results produced by Point-of-Care Testing (POCT) devices are acceptable when the test specimen used is blood, the point of care device is in compliance with laboratory regulations, and the test result is obtained from a laboratory report that is part of the permanent medical record. Test results from a glucometer, chemsticks, etc. that are not displayed on a laboratory report generated from the clinical laboratory system should not be submitted. An O<sub>2</sub> saturation result taken from a pulse oximeter device should not be submitted for the arterial blood gas - O<sub>2</sub> saturation.</p> <p>Revised: July 2011</p>
p. 4	<p><u>Laboratory Test Collection Timeframe</u></p> <p><b>Added Footnote:</b> For patients admitted prior to 6:00 p.m., submit the highest and/or lowest test result(s) for the select laboratory test(s) collected on that calendar day (Day 1, the day of admission) <i>only</i>.*</p> <p>* Laboratory tests collected on Day 1 prior to the time of admission are acceptable as long as the test result is generated by the hospitals' own clinical laboratory system/laboratory information system.</p> <p>Revised: July 2011</p>
p. 5	<p><u>Maximum Number of Laboratory Records per Laboratory Test</u></p> <p><b>Added:</b> When two blood specimens are collected for the same laboratory test on the same date, within the same minute, <i>and</i> the results are the same, submit only one test result.</p> <p>Revised: July 2011</p>
p. 6	<p><u>Decimals, Rounding and Leading Zeroes</u></p> <p><b>Previous:</b> For any laboratory test result displayed with either a (&gt;) or (&lt;) symbol in your clinical laboratory system/laboratory information system, submit the nearest value. For example, a PTT &gt;100 sec should be submitted with "3052" as the Laboratory Test Code and "100.1" as the Laboratory Test Result.</p> <p><b>Current:</b> For any laboratory test result displayed with either a (&gt;) or (&lt;) symbol in your clinical laboratory system/laboratory information system, submit the next nearest value. For example, if your laboratory typically reports PTT to one decimal place, then a PTT value displayed as &gt;100 sec</p>

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	<p>should be submitted with “3052” as the Laboratory Test Code and “100.1” as the Laboratory Test Result. If your laboratory typically reports PTT as a whole number, then a PTT value displayed as &gt;100 sec should be submitted with “101” as the Laboratory Test Result.</p> <p>Revised: July 2011</p>															
p. 7	<p><u>Hemolyzed and Contaminated Specimens</u></p> <p><b>Previous:</b> The test results from hemolyzed or contaminated laboratory specimens should not be submitted.</p> <p><b>Current:</b> A laboratory test result labeled “hemolyzed” or “contaminated” should not be submitted.</p> <p>Revised: July 2011</p>															
pp. 8-9	<p><u>Table 1: Laboratory Tests and Submission Criteria</u></p> <p><b>Retired the following laboratory test codes:</b></p> <table border="1" data-bbox="444 942 1117 1178"> <thead> <tr> <th data-bbox="444 942 727 1035">Laboratory Test Name</th> <th data-bbox="727 942 854 1035">PHC4 Laboratory Test Code</th> <th data-bbox="854 942 1117 1035">Unit of Measure</th> </tr> </thead> <tbody> <tr> <td data-bbox="444 1035 727 1104">Neutrophils Band</td> <td data-bbox="727 1035 854 1104">1074</td> <td data-bbox="854 1035 1117 1104">U/L</td> </tr> <tr> <td data-bbox="444 1104 727 1140"></td> <td data-bbox="727 1104 854 1140">1076</td> <td data-bbox="854 1104 1117 1140">rate</td> </tr> <tr> <td data-bbox="444 1140 727 1178">Creatine Kinase MB</td> <td data-bbox="727 1140 854 1178">5432</td> <td data-bbox="854 1140 1117 1178">%</td> </tr> <tr> <td data-bbox="444 1178 727 1234">Base Units</td> <td data-bbox="727 1178 854 1234">7014</td> <td data-bbox="854 1178 1117 1234">mmol/L</td> </tr> </tbody> </table> <p>Revised: July 2011</p>	Laboratory Test Name	PHC4 Laboratory Test Code	Unit of Measure	Neutrophils Band	1074	U/L		1076	rate	Creatine Kinase MB	5432	%	Base Units	7014	mmol/L
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p. 14	<p><u>Duplicate Laboratory Record</u></p> <p><b>Previous:</b> <b>Reason:</b> Two or more laboratory records were submitted representing the same laboratory test collected at the same date and time.</p> <p><b>Resolution:</b> Remove duplicate laboratory records so only one valid laboratory record exists for a single laboratory test result collected at a specified date and time. Do not submit the same test result using multiple units of measure.</p> <p><b>Current:</b> <b>Reason:</b> Two or more laboratory records were submitted representing the same laboratory test result collected at the same date and time.</p> <p><b>Resolution:</b> Remove duplicate laboratory records so only one valid laboratory record exists for a single laboratory test result collected at a specified date and time. When two blood specimens are collected for the same laboratory test on the same date, within the same minute, <i>and</i> the results are the same, submit only one test result.</p> <p>Revised: July 2011</p>																																							
pp. 16-17 (Appendix)	<p><u>Appendix Table: Laboratory Test Name Synonyms</u></p> <p><b>Retired the following laboratory test codes</b></p> <table border="1" data-bbox="448 1493 1382 1948"> <thead> <tr> <th>Laboratory Test Name Synonym</th> <th>Laboratory Test Name</th> <th>Laboratory Test Code</th> </tr> </thead> <tbody> <tr> <td>Bands</td> <td>Neutrophils Band</td> <td>1074, 1076</td> </tr> <tr> <td>Base deficit</td> <td>Base Units</td> <td>7014</td> </tr> <tr> <td>Base excess</td> <td>Base Units</td> <td>7014</td> </tr> <tr> <td>Base units</td> <td>Base Units</td> <td>7014</td> </tr> <tr> <td>BE</td> <td>Base Units</td> <td>7014</td> </tr> <tr> <td>CK fraction 2</td> <td>Creatine Kinase MB</td> <td>5432</td> </tr> <tr> <td>CK MB</td> <td>Creatine Kinase MB</td> <td>5432</td> </tr> <tr> <td>CK2</td> <td>Creatine Kinase MB</td> <td>5432</td> </tr> <tr> <td>CPK MB</td> <td>Creatine Kinase MB</td> <td>5432</td> </tr> <tr> <td>Creatine kinase MB</td> <td>Creatine Kinase MB</td> <td>5432</td> </tr> <tr> <td>Neutrophils band</td> <td>Neutrophils Band</td> <td>1074, 1076</td> </tr> <tr> <td>Stabs</td> <td>Neutrophils Band</td> <td>1074, 1076</td> </tr> </tbody> </table>	Laboratory Test Name Synonym	Laboratory Test Name	Laboratory Test Code	Bands	Neutrophils Band	1074, 1076	Base deficit	Base Units	7014	Base excess	Base Units	7014	Base units	Base Units	7014	BE	Base Units	7014	CK fraction 2	Creatine Kinase MB	5432	CK MB	Creatine Kinase MB	5432	CK2	Creatine Kinase MB	5432	CPK MB	Creatine Kinase MB	5432	Creatine kinase MB	Creatine Kinase MB	5432	Neutrophils band	Neutrophils Band	1074, 1076	Stabs	Neutrophils Band	1074, 1076
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