



2.7.11 LABORATORY SERVICES

POLICY:

Subrecipients must develop policies for the internal function of the lab based on OSHA standards/guidelines and the CLIA standards/guidelines.

PROCEDURE:

Subrecipients must develop a procedural manual for laboratory practices. Information in the manual should include, but is not limited to, the following:

- All clinic sites must have a tracking system for test specimens sent to outside Laboratories, including date of test and date received back in the clinic or EMR.
- General laboratory and clinic safety practices and infection control/bloodborne pathogen exposure and/or incident: [Basic Infection Control and Prevention Plan for Outpatient Oncology Settings | HAI | CDC](#)
- How laboratory tests will be recorded in the client's chart and on the laboratory log (as applicable).
- Agency-specific procedure for client notification and follow-up of abnormal lab results.
- Training new staff on laboratory testing, requisition forms, shipping of specimens, etc. as applicable by staff role.
- Annual competency testing of personnel that perform CLIA-waived tests.
- Proficiency testing for clinicians performing microscopic examinations of specimens.
- The manufacturer's instructions for the current testing kit in use, specimen collection and handling, proper storage requirements for the test kits and specimens collected.
- Quality control of equipment information such (Manufacturer's recommended maintenance, calibration and function checks, cleaning procedures).

Laboratory services may be provided, as indicated by history or physical, either on site or by referral.

- Pregnancy testing
- Testing for STIs including Chlamydia, Gonorrhea, HIV/AIDS, Hepatitis C, Syphilis
- Pap smear with HPV co-testing
- pH evaluation and microscopic examination of vaginal smears (wet mount)
- Glucose
- Hepatitis B
- Hemoglobin
- Herpes
- Lipid Profile
- Metabolic Panel
- Stool occult
- TSH/T4
- Urinalysis
- Mycoplasma genitalium
- PrEP labs
- Hepatic and renal panels



- Chemistry panels
- Other labs as determined by providers

Client Care Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs

Family planning services are embedded within a broader framework of preventive health services (Figure 1). In this report, health services are divided into three main categories:

- **Family planning services.** These include contraceptive services for clients who want to prevent pregnancy and space births, pregnancy testing and counseling, assistance to achieve pregnancy, basic infertility services, STD services (including HIV/AIDS), and other preconception health services (e.g., screening for obesity, smoking, and mental health). STD/HIV and other preconception health services are considered family planning services because they improve women's and men's health and can influence a person's ability to conceive or to have a healthy birth outcome.
- **Related preventive health services.** These include services that are considered to be beneficial to reproductive health, are closely linked to family planning services, and are appropriate to deliver in the context of a family planning visit but that do not contribute directly to achieving or preventing pregnancy (e.g., breast and cervical cancer screening).
- **Other preventive health services.** These include preventive health services for women that were not included above as well as preventive services for men. Screening for lipid disorders, skin cancer, colorectal cancer, or osteoporosis are examples of this type of service. Although important in the context of primary care, these have no direct link to family planning services.

RESOURCES:

Recommended references in developing subrecipient agency procedural manual:

Morbidity and Mortality Weekly Report (MMWR) "Good Laboratory Practices for Waived Testing Sites." [untitled \(cdc.gov\)](#)

CDC CLIA website [Clinical Laboratory Improvement Amendments \(CLIA\) | CDC](#)

CLIA Waived Tests: [Waived Tests | CDC](#)

CLIA website: [Clinical Laboratory Improvement Amendments \(CLIA\) | CMS](#)

[Provider-Performed Microscopy Procedures: A Focus on Quality Practices \(cdc.gov\) \(5/2022\)](#)