



**PARKVIEW HEALTH
LABORATORIES**

Powerful Medicine for Healthier Communities™

Thank you for choosing Parkview Health Laboratories (PHL) for your laboratory needs. We value the opportunity in providing laboratory services for your specific group or organization. PHL offers a limited yet highly useful menu of laboratory tests for our health fairs clients, and we look forward to helping your organization meet their health care objectives. Our friendly and certified staff provides laboratory services for our health fair clients at affordable, cost effective rates.

Results are provided directly to participants. A detailed explanation of the testing will accompany the results. Laboratory tests are intended to be used as a reference tool and should never take the place of routine visits to a physician of choice. Critically abnormal results are referred to our client's staff nurse or our on-call physicians for immediate follow up. Participants are encouraged to contact their healthcare provider at their earliest opportunity when abnormal results are obtained.

I have attached a packet of information to assist you in organizing a "Lab Health Fair" for your company. If you have any questions regarding any of the material enclosed, please feel free to call me.

Thank you again,

Sara Holbrook

Parkview Health Laboratories, Health Fair Coordinator

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Parkview Health Laboratories Health Fair Information

Contents:

- Guidelines for PHL Health Fairs
- Promoting a “Laboratory Health Fair” event
- Posting a sign-up sheet
- Standard Lab Health Fair Pricing
- Health Fair Disclaimers
- Allocating volunteers to help with tasks associated in sponsoring a lab health fair
- Space and miscellaneous items needed for the event
- Critical Value Results
- Specimen Collection Problems
- What to expect after the event
- Explanation of Health Fair Tests

If you have any questions or concerns, or would like to schedule an event, please contact Sara Holbrook at 260-672-4782 or 260-705-1597.

Guideline for PHL Health Fairs:

1. In order to have a successful event, we require scheduling an event 5 weeks in advance. This advance notice allows PHL to staff the appropriate number of phlebotomists to accommodate all participants for the event. This will also allow more time to promote the event and post sign-up sheets for participation. This will also allow PHL to provide optimal laboratory services to all participants.
2. A \$25.00 per hour, per phlebotomist fee will be billed to your organization if there **are less than 25 participants** signed up for the event. **There will be an added postage charge (\$0.45-0.75, per person) if results are individually mailed to each participant. For Out-of-the-Service area events, there will be a \$50.00 flat fee, plus \$0.50 per mile .**
3. One phlebotomist can draw approximately 18-20 participants per hour. The allotted time requested and the number of participants will determine how many phlebotomists PHL will assign to your event. Pre-ordering of laboratory orders by utilizing the sign-up sheets will increase the number of participants a single phlebotomist can draw in an hour. Utilizing the attached sign-up sheets is highly recommended in order to provide optimal laboratory services.
4. **All weekend** Health Fairs will be assessed a phlebotomy charge of \$50.00 an hour, per phlebotomist (this includes travel time).

Promoting a Laboratory Health Fair:

A good Health Fair can be extremely valuable to both employer and employees. In order to have a successful Health Fair, it is important to inform staff or group members of the upcoming event weeks in advance. Some examples of advertising the event are through flyers, postings, or by promoting a Wellness Program. Parkview Health has an outstanding Wellness Program that would be a great extension to the Laboratory testing that we currently offer, more information on Workplace Wellness is available upon request. Please let us know if you would be interested in exploring Wellness opportunities for your group or organization.

Posting a sign-up sheet:

There are copies of PHL's sign-up sheets attached to this packet of information. All requested information on the form **must be supplied** in order to prepare the participant for the Lab Health Fair event. For privacy reasons, you should not post the sign-up sheet in open view. Place the attached cover sheet in the front of the sign-up forms to avoid having personal information in open view. **If a participant is not comfortable or forgets to write in any of the required information, the individual, staff nurse, or**

Human Resource representative must supply the missing information before the forms are faxed to the laboratory. If the forms are received and information is missing, a call will be placed by PHL personnel to retrieve the missing information. Once the participant's information is acquired, we are able to produce an identification label from our laboratory computer system that will give participants and their lab specimens a unique identifier. PHL requires two unique identifiers for every specimen that enters our laboratories. Without the two unique identifiers, PHL personnel will reject the specimen and schedule a recollect. For the safety of all our clients, there are no exceptions to this rule. The integrity of all laboratory specimens is extremely important to Parkview Health Laboratories. *Note: In order to efficiently run the event, we ask that participants sign up on the next available time slot on the sign up sheets. This will be extremely helpful if there is a low turn out and we must reduce the length of the health fair event. If there is a low turn out in participation, PHL will reduce the length of time of the event in order to save cost. A PHL phlebotomist can draw between 15 and 20 participants per hour and in order to continue to provide laboratory pricing at a significant discounted rate (some tests over \$200.00 in savings), we must utilize our time efficiently.

Standard Health Fair Pricing:

- Chem17 - \$17.00 (This test includes: Lipid Profile, Cholesterol, and Glucose)
- Hemogram - \$8.00
- PSA - \$20.00
- TSH - \$20.00
- Ultra Sensitive CRP - \$20.00
- Lipid Profile - \$15.00
- Glucose - \$10.00
- Lipid Profile with Glucose - \$16.00

Health Fair Disclaimers:

The following disclaimers are preprinted on laboratory forms provided the day of the Health Fair. PHL requires a signature from the participant before services are rendered.

- I understand Parkview Health Laboratories (PHL) will not file a claim with any health insurance company as these requested tests have not been ordered by a physician and may not be medically necessary. If I choose to submit a claim for reimbursement to my insurance plan, I will advise them to send any reimbursement directly to me. PHL will not respond to any insurance company's request for itemized claims or additional information. PHL will refund any payments received from insurance back to the insurance company. *Note: Since PHL charges the sponsor for all laboratory testing and not the individual participants, a receipt of payment must be given to the participant by the sponsor upon the participant's request.
- I am aware that it is important to be notified immediately of any critical results and understand that Parkview Health Laboratories will need to inform the designated contact of any critical Lab results for immediate attention. I am also aware that, in some cases, testing results may be provided to the group or company providing the Health Fair for statistical purposes.
- I agree to release and discharge PHL and its employees and contractors of and from any and all liabilities arising from or relating to my failure to seek medical advice, follow-up testing and/or treatment or follow-up care following my receipt of the laboratory test results .

Allocating volunteers:

Recruiting volunteers is essential for a successful Lab Health Fair event. Volunteers are needed to collect money for lab test(s) and handing out lab forms to participants. If the event required pre-registration of participation, the volunteer(s) will hand out pre-printed forms with the participant's demographics and requested laboratory tests. We ask that the volunteer(s) remind participants to review the form for errors and to have them inform the phlebotomist of any errors found. **Please remember that PHL does not collect or handle any monies at Health Fairs.** Most participants arriving at the health fair will have fasted for 12 hours or longer; so many companies offer a small meal or snack following the blood draws. This suggestion is completely at the discretion of the group or company scheduling the Health Fair.

Space and miscellaneous items needed:

PHL requires a clean; secure area to draw blood samples. Tables and chairs will be necessary to set up draw stations. The number of tables required will depend on the number of phlebotomists assigned to each Health Fair. If you provide tables that are a minimum of eight feet in length, PHL will be able to set

up two draw stations per table. We will also require chairs at each draw station. PHL phlebotomists will provide the remaining supplies, including table covers, when they arrive to set up.

Critical Value Results:

If critical values should arise from the Health Fair, a Medical Laboratory Technician or Medical Technologist will contact the company nurse, or PHL's on-call physician. The nurse or on-call physician will contact the participant using the phone number given on the sign-up sheet. The nurse or physician will explain the lab value(s) and direct the participant to follow up with their family doctor or advise them to seek immediate medical attention.

Problems with collecting specimen(s) from a participant:

1. If PHL phlebotomists have difficulty with locating a good vein to collect specimens on participants during the laboratory-screening event, they will be directed to go to one of our 8 patient service sites or outpatient service centers. PHL's current policy only permits a phlebotomist to attempt twice in collecting blood specimens from an individual. A map of PHL's service centers and lab orders will be given to the participant to have specimens collected at their earliest convenience.
2. If a specimen was collected from a participant during the event and is rejected by the laboratory due to unfavorable testing conditions, PHL will request participants to go to a patient service center for a recollect. Our Client Response Center (260-373-9500) will contact client and/or participant to assist in the recollection process. There are no additional charges associated with recollecting specimens.

Please keep in mind that even under the best conditions, collection and testing problems may arise that requires a participant to be recollected. PHL is committed in providing excellent customer service to all participants and will try our very best to collect viable specimens during the onsite event. However, if collection cannot be done onsite, participants will be directed to a patient service center. Although this practice may be inconvenient for some people, it is the only sure way of never compromising laboratory values. Most service centers can collect laboratory specimen(s) within 10 minutes from the time of arrival.

What to expect after the event:

PHL's Laboratory staff will commit to returning your results within one week of the scheduled Health Fair. The results will arrive in accordance to your instructions established when your Health Fair was originally scheduled. Along with the printed results, PHL will include a daily log that provides a list of all participants and a summary sheet compiling the abnormal results that were obtained from the event. A laboratory bill/invoice will be sent out the first week following the month of the Health Fair event.

Explanation of Health Fair Tests:

Explanation of Health Fair tests will be attached to each participant's lab report to assist them in interpreting their laboratory results. I have included the explanation of blood tests. Please refer to the following pages:

- ***Chem17**

- ***12 Hour Fasting Required (Continue all prescribed medication with sips of water)**

SODIUM is an analyte necessary for proper water regulation in the body. Minor changes may result from food intake and/or changes in fluid volume (i.e. dehydration from exercise, etc.). Because sodium is regulated by a number of different organs, variations outside normal limits may indicate a variety of disorders. Abnormal results should be rechecked and discussed with your physician.

POTASSIUM is an analyte necessary for the proper functioning of nerves and muscles. This value is carefully regulated by the kidneys. Therefore, abnormal results should be rechecked and discussed with your physician. This is especially important if you are taking a diuretic or heart medication (i.e. Digitalis, Lanoxin, etc.)

CREATININE is a waste product produced by the body and removed by the kidneys. While low levels of creatinine are probably not significant, high values may indicate kidney problems and should be discussed with your physician.

URIC ACID is a metabolism endproduct normally excreted in the urine. While low levels of uric acid are probably not significant, high values may be associated with gout, arthritis, kidney problems, and the use of some diuretics. In the case of an elevated uric acid, please consult your physician.

CALCIUM, a mineral found predominantly in bone, is regulated by the parathyroid glands and the kidneys. It has important functions in proper clotting of blood, nerve activity, and muscle activity. Any abnormal result should be discussed with your physician.

MAGNESIUM is an analyte necessary for proper metabolism by the body. Abnormal values may be associated with malnutrition, kidney failure, alcoholism, diabetes, and other disorders. Any abnormal result should be discussed with your physician.

ALBUMIN is a protein that helps regulate the distribution of water between the blood and tissue. It is also an indicator of general nutritional status. While elevated levels are generally not significant, decreased levels may be associated with various diseases and should be evaluated by your physician.

IRON is necessary for the body to produce new red blood cells. Low iron values may be associated with certain anemias. High levels may also indicate disease. Therefore, any abnormal result should be discussed with your physician.

TOTAL BILIRUBIN is a waste product formed from the breakdown of hemoglobin, the iron-containing portion of a red blood cell. Although low levels are generally not significant, high values may indicate liver disease. In the case of an elevated total bilirubin, please consult your physician.

CHOLESTEROL and **TRIGLYCERIDES** are fats necessary for normal cell function. However, elevated levels of these fats have been associated with an increased risk of developing coronary disease, arteriosclerosis, and heart attack. A patient's dietary status, medications, presence of illness, lifestyle, and family history may represent factors influencing cholesterol levels. The significance of cholesterol levels should be determined within the context of each individual patient. If your cholesterol level is 200 mg/dl or greater, please consult your physician. Triglyceride levels greater than 150 mg/dl, in a true fasting specimen, are considered elevated. In this case, please consult your physician.

HDL (High-Density Lipoprotein) CHOLESTEROL, commonly known as the "GOOD" cholesterol, picks up cholesterol and transports it for removal from the body. The higher the HDL value, the lower the risk of developing coronary disease, arteriosclerosis, and heart attack.

LDL (Low-Density Lipoprotein) CHOLESTEROL, commonly known as the “BAD” cholesterol, picks up cholesterol and transports it to the cells of the body for storage. Desirable LDL levels are less than 130 mg/dl. The higher the LDL value, the greater the risk of developing coronary disease, arteriosclerosis, and heart attack.

CHOLESTEROL/HDL RATIO is a mathematical calculation used to predict an increased or decreased risk of cardiovascular disease relative to a normal. The higher the ratio, the greater the risk of developing coronary disease, arteriosclerosis, and heart attack.

AST (SGOT) is an enzyme found in the cells of the body. It is most prevalent in the cells of the heart, liver, and muscle. When the heart, liver, or muscle is injured, AST is released into the blood. While low levels of AST are probably not significant, high values may indicate heart or liver problems and should be discussed with your physician.

ALKALINE PHOSPHATASE is an enzyme found in bone and the liver. It is normally elevated during periods of bone growth including childhood/puberty and pregnancy. While low levels of alkaline phosphatase are probably not significant, high values, other than times of expected bone growth, may indicate damage to the bone or liver and should be discussed with your physician.

GLUCOSE, commonly called a blood sugar, is the transport form of carbohydrates in the body as they move to storage or to utilization. High values are associated with eating before the test or diabetes. If your FASTING glucose result is greater than 100 mg/dl or your NONFASTING glucose result is greater than 140 mg/dl, please consult your physician. If you know you have diabetes, it is still important to report an elevated glucose level to your physician for proper disease management.

- **PSA:**

Prostatic Specific Antigen (PSA) is a component of semen, produced by the prostate. It is a normal process for some PSA to leak into the bloodstream. As a male progressively ages, more leakage can occur. Problems with the prostate, such as prostatitis (prostate infection), BPH (benign prostatic enlargement), or cancer may cause extra PSA to enter the blood causing an elevation of the PSA blood test. Therefore, any abnormal results should be discussed with your physician

- **TSH:**

Thyroid Stimulating Hormone (TSH) is produced by the pituitary gland and stimulates the release of hormones from the thyroid gland. Abnormalities may indicate hypothyroidism or hyperthyroidism. Therefore, any abnormal result should be discussed with your physician.

- **Ultra Sensitive CRP:**

C-Reactive Protein (CRP) is a protein produced by the body in response to inflammation, infection, and tissue injury. Measurement of small amounts of this protein, ultra sensitive CRP, can help predict the risk of developing cardiovascular disease. Increased ultra sensitive CRP values are associated with increased risk of future cardiovascular disease. Persons affected by recent illness, tissue injury, infection, or general inflammatory conditions such as arthritis will have falsely elevated ultra sensitive CRP levels giving inaccurate estimates of risk. Because the accurate prediction of cardiovascular disease is dependent on additional factors other than ultra sensitive CRP, all results should be discussed with your physician.

- **Hemogram:**

White Blood Cells (WBCs) are cells that defend the body against invasion by foreign substances such as bacteria and viruses. Because the WBC count can indicate infection, any abnormal WBC count should be evaluated by your physician.

Red Blood Cells (RBCs) are the cells that move oxygen to the body's tissues and carry carbon dioxide from the body's tissues. The RBC count parallels both the hemoglobin level and the hematocrit. Normal ranges are dependent upon age and gender. Because the RBC count can indicate certain anemia's, any abnormal RBC count should be evaluated by your physician.

Hemoglobin (Hgb) is the iron-containing portion of red blood cells that actually carries oxygen to the body and removes carbon dioxide to the lungs. The hemoglobin value parallels both the red blood cell count and the hematocrit. Normal ranges are dependent upon age and gender. Because the Hgb level can indicate certain anemia's, any abnormal Hgb level should be evaluated by your physician.

Hematocrit (Hct) is the proportion of red blood cells in whole blood expressed as a percentage. The hematocrit parallels both the red blood cell count and the hemoglobin level. Normal ranges are dependent upon age and gender. Because the Hct can indicate certain anemias, any abnormal Hct should be evaluated by your physician.

Red Blood Cell Indices are used to define the size and hemoglobin content of the red blood cells. The indices assist physicians in differentiating types of anemias.

Mean Corpuscular Volume (MCV) is used to measure the average volume of the red blood cells. It indicates whether the red blood cells are small, normal, or large in size.

Mean Corpuscular Hemoglobin (MCH) is used to measure the average hemoglobin content of the red blood cells.

Mean Corpuscular Hemoglobin Concentration (MCHC) is a measure of the average hemoglobin concentration per unit of volume.

Red Cell Distribution Width (RDW, RDW-SD) are measures of the variation in red blood cell volume.

Platelets (Plt) are utilized by the body to stop or control bleeding by helping to form small blood clots. Because high and low platelet values could indicate clotting problems, any abnormal platelet value should be evaluated by your physician.

- **Lipid Profile:**

CHOLESTEROL and TRIGLYCERIDES are fats necessary for normal cell function. However, elevated levels of these fats have been associated with an increased risk of developing coronary disease, arteriosclerosis, and heart attack. A patient's dietary status, medications, presence of illness, lifestyle, and family history may represent factors influencing cholesterol levels. The significance of cholesterol levels should be determined within the context of each individual patient. If your cholesterol level is 200 mg/dl or greater, please consult your physician. Triglyceride levels greater than 150 mg/dl, in a true fasting specimen, are considered elevated. In this case, please consult your physician.

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- **Lipid Profile with Glucose:**

Same as above with the addition of Glucose:

GLUCOSE, commonly called a blood sugar, is the transport form of carbohydrates in the body as they move to storage or to utilization. High values are associated with eating before the test or diabetes. If your FASTING glucose result is greater than 126 mg/dl or your NONFASTING glucose result is greater than 200 mg/dl, please consult your physician. If you know you have diabetes, it is still important to report an elevated glucose level to your physician for proper disease management.

- **Glucose:**

GLUCOSE, commonly called a blood sugar, is the transport form of carbohydrates in the body as they move to storage or to utilization. High values are associated with eating before the test or diabetes. If your FASTING glucose result is greater than 100 mg/dl or your NONFASTING glucose result is greater than 140 mg/dl, please consult your physician. If you know you have diabetes, it is still important to report an elevated glucose level to your physician for proper disease management.