September 20, 2017

To: Emergency Department, UCC, FHC, Service Chiefs, Housestaff, Providers and Nurses

From: Barbara Haller, MD, PhD
Division Chief, Microbiology
Director, Clinical Laboratory

Zane Amenhotep, MD
Division Chief, Blood Bank and Hematology

RE: Required Documentation for Hemoccult® Fecal Occult Blood Testing (Guaiac Method)

The following **seven items must be documented** for Point-of-Care Hemoccult® fecal occult blood tests.

1. **Test Result**
   (Positive or Negative)

2. **Positive Control Performance Monitor Reading**
   (Positive or Negative)

3. **Negative Control Performance Monitor Reading**
   (Positive or Negative)

If either the Positive or Negative Performance Monitor (Control) areas do not react as expected, the test result should be regarded as *invalid*, and the test repeated using a new test card.

4. **Lot #** and 5. **Expiration of the Test Card**

6. **Lot #** and 7. **Expiration of the Developer Bottle**

**NOTE:** Records must permit associating each Test Result with the Positive and Negative Control Readings, Lot Number and Expiration Date. Recording all information together in the medical record or in a log assures compliance with this requirement.

_If you are unable to record all information as required, please send the test card to the Laboratory for testing. Remember to double bag any specimens sent through the pneumatic tube._

For questions or concerns, please contact Zane Amenhotep, MD at (415) 206-8240 or Barbara Haller, MD, PhD, at (415) 206-3595.

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