



Child and Adolescent Health Centers Program (CAHC) Utilizing MDHHS Laboratory Services Content Relevant to: CAHC and SWP Models

The intent of this document is to assist Child and Adolescent Health Center (CAHC) providers and School Wellness Program (SWP) nurses with resources available to them through the Michigan Department of Health and Human Services (MDHHS) Bureau of Laboratories. The MDHHS Bureau of Laboratories is a separate entity within MDHHS through which our CAHC and SWP sites may conduct business while providing health care services to clients. All information on ordering testing and supplies, specimen collection, shipping, receiving results and billing is also available on the MDHHS [State Lab main page](#) or through the [Laboratory Services Guide](#) page. The questions below will help walk you through the required information needed when using the MDHHS Bureau of Laboratories for providing Lab Services to clients in the CAHC and SWP.

1. Where do I set up an account to order tests and receive results from the State Lab?

Tests that are ordered through the MDHHS Bureau of Laboratories may be ordered through the Electronic Test Ordering and Results (ETOR) application through MILOGIN. Information on creating an account and placing an order are available on the [Laboratory Services main page](#).

[ETOR Manual](#)

2. Where do I find information on ordering testing supplies?

Test supply ordering is done through the MI Laboratory Kit Ordering and Tracking System (LKOTS). Links to the LKOTS system can be found on the [Bureau of Laboratories Main Page](#).

Information on [Creating an Account](#) and [How to Place an Order](#)

3. Where do I find information on specimen collection procedures?

Specimen collection guides are important to include in your laboratory manuals for all in-house and send out tests. MDHHS sample collection instructions for testing can be found in the [A to Z Testing index](#). The A to Z Testing index contains links to test requisitions (if not using ETOR), supply kits for each specimen type, and information on shipping specimens.

4. How do I ship specimens to the MDHHS Lab?

The [A to Z Testing index](#) contains links to supply kits for each specimen type, and information on shipping specimens. You may also retrieve information on the [Specimen Collection and Shipping page](#).

To order shipping supplies, you may also use this [requisition](#).

5. Where do I find information on test results?

For immediate notification of test results, we highly recommend using the Electronic Test Ordering and Results (ETOR) system. Tests that are ordered through the MDHHS Bureau of Laboratories will also be resultated through the ETOR application through MILOGIN. Information on creating and account and placing an order are available on the [Laboratory Services main page](#).

[ETOR Manual](#)

6. Where do I find information on communicable disease reporting?

Access to the communicable diseases reporting page is through the [Laboratory Services Guide](#) page.

[Rules on Communicable Disease Reporting in Michigan](#) page has links to the lists by [condition](#) and by [pathogen](#).

Providers are required to report communicable diseases to the Local Health Department. Communicable disease reporting is required under Michigan Law and is expressly allowed under HIPAA. You may access the link to the [LHD Directory](#) (Page 2 of the Reportable Diseases in Michigan poster) on the [Rules on Communicable Disease Reporting in Michigan](#) page.

Communicable disease may also be reported through the [Michigan Disease Surveillance System \(MDSS\)](#). MDSS is an application where providers may report communicable disease information and treatment to the Local Health Department. You may also access the MILOGIN page on the MDSS homepage.

[MDSS STI Reporting](#)

7. Who do I contact for questions about billing?

For questions regarding billing or invoices related to lab services, please see the [Contact Page for the MDHHS Bureau of Laboratories](#). Questions should be directed to the appropriate department.

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