



**NH PUBLIC HEALTH LABORATORIES**  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
29 Hazen Dr, Concord, NH 03301  
Telephone: 603-271-4661, Fax 603-271-2138



## LABONLINE SAMPLE SUBMISSION GUIDELINES

Please ensure the test requisition that accompanies a specimen is accurate. Each requisition must be checked prior to submission for testing. Errors and discrepancies on the requisition must be corrected. Incorrect or missing information may delay and or cancel laboratory testing.

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- **Ensure that the specimen is capped tightly to prevent leaks.**
- **Label the specimen tube clearly with NAME and DOB. Confirm it matches the requisition form.**
- **Review and confirm the requisition for the following:**
  - Patients Name
  - Sample Identification
  - Date of Birth
  - Date and Time of Collection
  - Submitting Facility
  - Ordering Physicians Name
  - Specimen Source or Matrix Type
- **Use blue or black ink to make changes or add important information.**
- **Place the requisition in the sample bag outer sleeve. Do not put the requisition inside the bag with the specimen.**

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**Access reports immediately online. Set up an NH PHL LabOnline account:**

- For technical assistance or to set up a LabOnline account please email the NH Public Health Laboratories (NH PHL) Laboratory Information Management System (LIMS) department at: [DHHS-PHLLIMSGroup@dhhs.nh.gov](mailto:DHHS-PHLLIMSGroup@dhhs.nh.gov) or call: 603-271-4660.
- For existing users, access your account by going to: <https://labonline.dhhs.nh.gov/account/login>

**Standard COVID-19 Test Requisition Form:**

To print a manual entry requisition go to: [www.dhhs.nh.gov/dphs/lab/documents/labrequisition.pdf](http://www.dhhs.nh.gov/dphs/lab/documents/labrequisition.pdf)