

## LTC Reference Guide

- Staffing Assistance or Concerns/Courier Assistance: 701-328-0707
- Distribution of Supplies: 701-328-6581
  - Website to order extra PCR swabs to be kept on site: [www.ndhealth.gov/microlab/](http://www.ndhealth.gov/microlab/)
    - Click-Lab Supply Order (left side of screen)
    - Enter information and submit. Please DO NOT order beyond what is necessary.
    - Use Lab Portal for printed order to send samples to the lab with label on test tube with 2 identifiers-Name and DOB
- Event Reporting: 701-328-2497-(Royann Schmitt)
  - Call after every event to report test numbers completed regardless of using BINAX/PCR tests
- Lab Customer Service: 701-226-9451 or 328-6272 (Call with result questions/concerns. Leave a message)
  - Email: [dohlabresults@nd.gov](mailto:dohlabresults@nd.gov)
  - Facility Portal-Melissa Schmitcke-[maschmitcke@nd.gov](mailto:maschmitcke@nd.gov) or call 701-328-6582
- Event Schedulers
  - Nicole Behrens-701-425-8256
    - Email: [nbehrens@nd.gov](mailto:nbehrens@nd.gov)
  - Misty Boehm-701-319-0744
    - Email: [mistyboehm@nd.gov](mailto:mistyboehm@nd.gov)
- COVID Response Coordinator
  - Aleshia Emineth-701-319-8762
    - Email: [aemineth@nd.gov](mailto:aemineth@nd.gov)
- CLIA Information
  - Email: [clialab@nd.gov](mailto:clialab@nd.gov)
  - Phone: 701-328-2352
- HAN Asset Website-order BINAX tests here
  - Email: <https://www.hanassets.nd.gov>
- Individual Facility Dynamic Access Requests Applications-send to Aleshia
  - Email: [aemineth@nd.gov](mailto:aemineth@nd.gov)
- ND IT-Dynamics (password reset)
  - 701-328-4470 or 1-877-328-4470
  - Service request online: <https://northdakota.service-now.com/serviceportal>