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# PINNACLE MOBILE PHLEBOTOMY

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Farmington: 27620 Farmington Rd, B2  
Farmington Hills, MI. 48334

Mailing: 1221 Bowers St, 1341,  
Birmingham, MI. 48012

Phone/text: (248) 702-5551  
Quest Account: 23202741

Fax: (877) 678-9551  
Labcorp Account: 21105790

## Independent Contractor Agreement

### 1. Services

- Travel to patient homes, offices, or designated locations
- Verify patient identity using full name and date of birth
- Review lab requisition prior to collection
- Perform venipuncture using proper technique
- Follow correct order of draw
- Select appropriate tubes for ordered tests
- Label specimens immediately in presence of patient

### 2. Specimen Handling & Processing

- Allow serum tubes to clot before centrifugation
- Centrifuge specimens when required
- Separate serum or plasma when necessary
- Refrigerate or freeze specimens as required
- Transport frozen specimens on ice
- Transfer specimens to metal-free vials for trace elements (zinc, copper, selenium, RBC magnesium)
- Follow requirements for Labcorp, Quest, Corewell, Henry Ford, Trinity, and University of Michigan
- Review and follow requirements for all additional labs not listed
- Use Pinnacle resources and lab directories when needed
- Contact Pinnacle if unsure about processing requirements

### 3. Labeling Requirements

- Label all specimens immediately at bedside
- Include patient first and last name
- Include date of birth
- Include date of collection
- Include time of collection

### 4. Documentation Requirements

- Complete Pinnacle Technician Draw Log
- Complete Lab Submission Cover Sheet
- Record tube count and specimen types
- Record date and time of collection
- Record lab drop-off location
- Submit documentation same day or within 12 hours

## **5. Equipment & Supplies**

- Portable printer (required)
- Centrifuge (required for processing assignments)
- Cooler with ice packs
- Sharps container
- PPE including gloves
- Phlebotomy supplies (needles, gauze, alcohol, tourniquets)
- Personal tote or field kit

## **6. Specimen Delivery**

- Deliver specimens to correct lab network
- Ensure all paperwork accompanies specimens
- Confirm lab acceptance before leaving
- Return to Pinnacle office if required
- Contractor must ensure specimens are delivered within approximate timeframes to maintain specimen integrity

## **7. Communication**

- Respond promptly to assignment requests
- Confirm availability
- Report delays or issues immediately
- Notify Pinnacle of missed or rescheduled appointments

## **8. Professional Conduct**

- Maintain professional appearance
- Communicate respectfully with patients
- Provide safe and courteous care
- Represent Pinnacle professionally at all times

## **9. Performance Standards**

- Accurate specimen collection
- Proper processing
- Correct labeling
- Complete documentation
- No repeated errors or complaints

## **10. Payment Conditions**

- Payment issued only after successful collection
- Specimens must be processed correctly
- Documentation must be submitted
- Specimens must be delivered properly
- Pinnacle reserves the right to withhold or adjust payment for incomplete, incorrect, or rejected specimens

## **11. Non-Solicitation & Non-Circumvention**

- Do not work directly with Pinnacle clients
- Do not accept direct payment from Pinnacle patients
- Do not bypass Pinnacle for business opportunities
- Do not use Pinnacle relationships for outside work

## 12. Liquidated Damages

- \$2,500 per violation of non-solicitation terms
- Applies to each occurrence
- Not a penalty but reasonable estimate of damages

## 13. Independent Contractor Status

- Contractor is not an employee
- Responsible for own taxes
- No employee benefits
- Controls own schedule

## 14. Confidentiality & HIPAA

- Maintain confidentiality of all patient data
- Comply with HIPAA regulations
- Protect all sensitive information

## 15. Termination

- Pinnacle may terminate at any time
- Immediate termination for violations or misconduct

## 16. Liability

- Contractor assumes all risks
- Contractor indemnifies Pinnacle
- Contractor is responsible for maintaining professional liability insurance (if applicable)
- Contractor assumes all risk related to services performed

## 17. No Guarantee of Work

- Pinnacle Mobile Phlebotomy does not guarantee a minimum number of assignments
- Assignments are offered based on availability, location, and performance
- Contractor is not required to accept assignments

## 18. Governing Law

This agreement is governed by the laws of the State of Michigan.

### Signatures:

Contractor Name:	
Signature:	
Date:	
Pinnacle Representative:	Tiffany Mitchell
Signature:	
Date:	