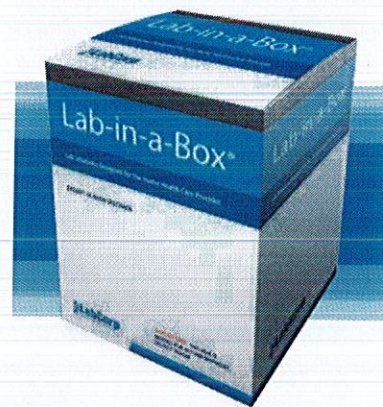


DO NOT store Lab-in-a-Box kits in extreme hot or cold areas

PROFESSIONAL USE ONLY: "Lab-in-a-Box" INSTRUCTIONS



Supplies Included:

1. The "Lab-in-a-Box" Cardboard Box
2. Styrofoam Box (Cooler)
3. Paperwork (requisition forms) with bar code labels
4. Biohazard bags w/tubes
5. FedEx shipping bag (use if needed) and label
6. Dual TemPacks (almost like Icepacks)

Using "Lab-in-a-Box" is easy as "1,2,3"

- 1. Draw the patient specimen** using the correct tubes indicated on the requisition form for the labs ordered
 - a. Label all specimens/tubes with two identifiers (specimen identification label located on the test req. form, patient name, or patient DOB) as well as the Nurse's name or at least the nurse's initials
 - i. **Green-Top:** Used for chemistry tests & therapeutic drug levels. **NOTE:** Generally, only 1 green-top tube is required; there are 2 tubes in the box in case the nurse has to draw a peak & trough drug level
 - ii. **Light Blue-top:** Used for Prothrombin Time (*PT and PT/INR*)
 - iii. **Gray-top:** Used for Glucose testing **ONLY**
 - iv. **Purple-Top:** Used for Complete Blood Counts (*CBC W/Diff., CBC without diff.*)
 - v. **Red-Top:** Used for Serum Protein Electrophoresis (*SPE*)
 - vi. **Tube Combinations: GREEN-TOPS & GRAY-TOPS ONLY-** These 2 tubes are required for most chemistry panels (*CMP, BMP, TPN Panels*)
- 2. Pack the Specimen & Paperwork** correctly
 - a. Confirm absorbent sheet is present inside biohazard bag, place labeled tubes inside bag (Seal bag fully)
 - i. Specimen Packing Instructions
 - All paperwork must be placed in the outside pocket of the biohazard bag, and then place bag in between conditioned TemPacks
 - It is **IMPERATIVE** that **ALL** tubes & requisitions be labeled with the appropriate bar codes. A fully completed requisition **MUST** accompany every specimen. Failure to provide all required information could result in failure to report test results.
 - Dual TemPacks require refrigeration until packs are hard & white. **(DO NOT FREEZE!)** A nurse will then place the refrigerated packs in the styrofoam box until ready for shipping or dropping off at LabCorp. Dual TemPacks **MUST** be soft to the touch for shipping. If they are hard to the touch, **soften by placing under warm water** until a soft, liquid consistency is achieved.
 - b. Place one TemPack at the bottom of the styrofoam box. On top, place the biohazard bag with all contents.
 - c. Place the second TemPack on top of the biohazard bag and place the lid on the styrofoam box.
 - d. Place the Styrofoam box back inside the cardboard "Lab-in-a-Box" box it came in.
- 3. Drop It Off**
 - a. Drop-Off Methods
 1. **OPTIMAL – Drop off at a local LabCorp facility** (Hours & Locations can be found online by visiting www.labcorp.com/wps/portal/findalab or by calling 888-522-452)
 2. **IDEAL-** LabCorp Drop Boxes (Locations found online www.labcorp.com/wps/portal/findalab)
 3. **ACCEPTABLE-** Overnight Shipping (Fedex Express- only available for certain tests & when turnaround time is flexible – please call Biotek if you are confused on shipping)

IMPORTANT NUMBERS:

- LabCorp & Lab-In-a-Box Customer Service: (888)522-4452
- Add on a test: Call (888)522-4452
- Find a PSC: (888)522-2677 or visit www.labcorp.com/wps/portal/findalab

IF YOU HAVE ANY QUESTIONS PLEASE CALL BIOTEK REMEDYS IMMEDIATELY
P: (877) 246-9104