<u>DO NOT</u> 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. <u>Dual TemPacks</u> (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 tubs 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 LapCorp 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

