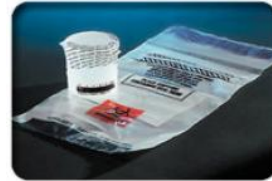


## SAMPLE COLLECTION STEPS

Urine Specimens are potentially infectious. Proper handling and disposal methods should be followed. Avoid contact with skin by wearing proper personal protection equipment.

### THINGS YOU SHOULD KNOW ABOUT SPECIMAN COLLECTION & HANDLING

A fresh urine specimen should be collected in the container provided. Alternately, you can provide a patient with a commode hat to assist with collection of urine and move it over into the collection cup.



**ITEMS NEEDED:** Clean, Dry, untampered clear cup, 1 Biohazard bag, 1 complete req form/e-Req signature page, sharpie marker and patient willing to provide the sample.

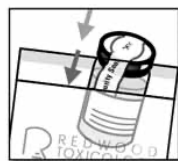
### STEPS TO TAKE:

- CLEARLY print patient's 1<sup>st</sup> initial & last name with sharpie on cup & date of birth on the lid of the cup
- Have patient verify the information on the cup is the correct -name and date of birth.
- Patient provides the proper amount of urine in the cup & returns it to you
- ON a Paper req CLEARLY Print the patient's name & date of birth on the label at top of req form
- Using your gloves- firmly secure the lid to the cup to prevent leaking
- Remove sticker from paper req form or e-Req form & place it on the side of cup leaving all information visible on cup & label
- The Patient MUST SIGN either the paper req or e-Req signature page.

**PACKAGE AND SHIPPING SPECIMEN-** you will need UPS or FED EX packing supplies with labels

### QUICK QUALITY CONTROL OF YOUR SAMPLES BEFORE PACKING & SHIPPING

- Verify the LID IS SECURE on the cup
- Verify cup has ALL the identifiers on it- 1<sup>st</sup> initial last name DOB on cup & name & date of birth on label & match the req form & the demographic provided or e-Req signature page with label.
- PAPER REQ-Verify the requisition form has all the sections complete – do you have a complete patient demographic? Do you have clear copy of insurance card front & back? Do you have all workers comp required information? Do you have Doctor's signature?
- E-REQ- verify the patient's signature & the correct matching label is on the form
- Fold e-Req signature page OR first page of req form with all demographic & insurance info and place in the paperwork pouch of baggy
- Place cup in the pocket with the absorbent square and seal the baggy completely



Place the baggies in the Clinical LabPak for UPS or FED EX – use the shipping boxes to ship to lab.