



## Office Collections Guidelines

1. Collect Patient Urine Specimen and label with 2 patient identifiers. (i.e. Name, DOB.) *Please check that the sample cups are properly and tightly sealed, prior to sending. If the specimen has leaked during transport, it may result in a cancellation if remaining specimen volume is insufficient for testing.*
2. Fill out a Lab Requisition complete all areas in Yellow. Fill out the medication and order section. (If your office does Point of Care Testing, please include these results on the requisition form.)
3. Please have patient sign the Lab Requisition Form under “Assignment of Benefits”
4. Place one of the stickers from the patient requisition form on the specimen cup. In addition, please include at least two unique identifiers on the specimen cup. *If the requisition sticker or two unique identifiers are not found on the cup this will result in cancellation of testing.* Place the properly labeled specimen cup into a biohazard specimen bag.
5. Place the properly labeled specimen cup into a biohazard specimen bag and seal. Insert Lab Requisition and patient demographics in the **outside pocket** of the specimen bag. *Patient information should include address, phone number and insurance information- for worker’s comp or auto injury, include date of injury.*
6. Place the specimen(s) in a FedEx Clinical Pack or Box, seal and adhere the Pre-paid postage label. If shipping on a Friday – make sure to place Saturday Delivery Stickers on the front and back of the package.
7. If you have not set-up automatic pick-up, please drop off at your nearest FedEx drop box or shipping location or call 1.800.GoFedEx, (1.800.463.3339), to schedule a pick up.