



SPECIMEN LABELING

Careful labeling is vital to accurate results. Never label tubes/containers prior to collection. All specimens must be labeled before leaving the patient's side.

Proper labeling includes HNL's computer-generated labels or hand labeled tubes printed with the following information:

- Patient Full Name, Date of Birth and/or Social Security Number
- Date and Time of Collection
- Initials or Tech Code of person collecting specimen
- Site of venipuncture (for blood culture specimens only)
- Specimen type (for aliquots)

Note: *If HNL's computer generated label is used, the initials of the phlebotomist and the actual time of collection must be handwritten on the label.*

1. Complete patient demographic section with patient name, address, date of birth (or Soc Sec #) and the date and time of specimen collection.
2. Ask patient what prescribed medications they have taken within the last 2-3 days and mark them on the bottom of sheet under medication listing. Do not rely on an electronic health record for this information.
3. Collect urine sample from patient in either a point of care testing cup or drug screen collection cup with temperature strip. Minimum volume is 5-10 mLs of random urine.
4. Record temperature from strip on the cup within 4 minutes of collection and record on the form if temp was between 90-100° F /32-38° C. Note: If temperature does not register, collect another sample.
5. Collector should sign the form to indicate temperature reading was taken and they supervised the collection.
6. Have the patient sign and date the consent portion of the form.
7. Complete all billing information (or attach copies of insurance information/cards) AND list all applicable diagnosis codes in the ICD-9 code section.
8. If testing is to be billed to Medicaid, the physician MUST sign the requisition.
9. Check off the test boxes for all testing that is required to be performed on the sample.
If HNL is to perform screening, check the Pain Management Basic Profile and/or the Supplemental Profile. The provider may also check individual tests within the profile if only individual tests are needed.
If Provider has performed screening in their office, check the Quantitative Confirmation by LC-MSMS box for any tests that require confirmation because they are positive on the screen, or if unexpected results are observed and further testing is required.
If additional testing is required for prescribed medications that are not included in the Basic or Supplemental Profiles, check the tests required under the Additional test section.
10. Place patient name and date of birth on one of the specimen labels on the bottom of requisition and peel off label and attach to sample.
11. Ensure lid is secured on urine specimen to prevent leakage in transit.
12. Place urine sample and requisition in specimen bag, seal bag and send to the laboratory.

Special Notes:

Methylphenidate (Ritalin) is NOT an amphetamine. Please order this test under the additional test section.

Fentanyl, Tramadol, and Tapentadol do not cross react with opiate immunoassay. These tests must be tested for individually and ordered under the Supplemental Profile Section.

SPECIMEN RETENTION/TEST ADDITIONS

Except for unstable specimens (e.g., those for cultures, CBCs, urinalysis) Health Network Laboratories retains most specimens for several days. If a test is to be added to a specimen that is already in the laboratory or if a repeat assay is requested, please contact Customer Care at 877-402-4221 (toll free). A representative can arrange for additional testing if sufficient specimen volume remains after the initial tests have been completed. Federal regulations require that we obtain, within 30 days of a verbal request, written authorization for every test we perform. You will be asked to forward a signed order, via fax or mail, for all verbal requests.