

Clinical Oral Fluid Collection

Patient Preparation, Specimen Collection, Storage, and Shipping

Patient Preparation

- Generally, patient preparation is not required for urine drug testing for medication monitoring.
- Patients are notified of testing and prepared for their appointment by the clinic staff.
- The test order, demographic information, two identifiers, diagnostics codes, requisition form, and copies of insurance card must be provided with each sample. The requisition form must be signed and dated by both the patient and authorizing physician.
- Ensure donor has refrained from food or beverage consumption for a minimum of 10 minutes prior to the collection.

Sample Collection Requirements

- Identify the patient by two identifiers and compare to the Patient Information Data Sheet.
- Review the Medication List with the patient and note anything taken within the last 4 weeks.
- After proper identification and medication review, enter the information into the E-Req system (Online Portal) or paper Requisition Form.
- Include the diagnostics codes on the requisition form.
- Check expiration date on Quantisal packaging.
- **Instruct donor to open the collection device and remove collection device. Once opened have the donor position the pad under their tongue and close their mouth. Inform donor not to chew on testing pad, talk or remove collection device from their mouth until the indicator turns blue.**
- Once the indicator has turned blue have the donor place the collection device in the provided transport tube and **recap firmly snapping lid** into place.
- Secure specimen tube with sticker seal matching requisition form ID.
- Once sealed, date and initial the specimen in front of the patient.
- Have the patient sign the lab Requisition Form and E-Req (Online Portal) Form.
- Make sure the provider's name indicated/selected on the Requisition Form.
- Make sure the authorizing physician has signed the Requisition Form (online Portal E-Req is electronically signed upon creation of order).
- Provide copies of insurance card, front and back.
- Place the specimen in lab pack with all signed paperwork and seal before patient leaves the room.

Storage

- Place all specimens in the biohazard refrigerator stored at 2-8 °C until courier arrives at the end of the day.

Shipping

- Complete the shipping log to account for all specimens collected for analysis. **Place all specimens in one shipping bag.** If you have more than 10 specimens, you may use a second bag.
- If you have shipping questions, please call or email at: Email: Support@keystonelab.com Phone: 800-635-5765