

LAB IN A BOX

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If a patient is sent a Lab In a Box -

- The RN MUST use the supplies sent by pharmacy and follow directions to draw, package and ship
- DO NOT take these samples to a hospital lab, they MUST go to a LabCorp either by drop off or FedEx Shipment



The Lab-in-a-Box system combines the use of stabilized, anticoagulated blood specimens with a unique transport delivery system, all designed to simplify specimen handling while maintaining preanalytical specimen integrity.

The Lab-in-a-Box kit includes:

1. Cardboard box (needed for return shipment - DO NOT TRASH)
2. Styrofoam box
3. Paperwork in clear pouch: test request form (TRF) with bar code labels
4. Biohazard bag with tubes
5. FedEx® shipping bag (if applicable)
6. Dual TempPack



WHAT IS IN THE BOX?

Tubes



Green-top

Used for chemistry tests (ie, lipid profiles, liver function, magnesium, phosphorus) and therapeutic drug levels

NOTE: Generally only 1 green top-tube is required; we supply 2 in case you are drawing a peak and trough drug level.



Light Blue-top

Used for Prothrombin Time (PT and PT/INR)



Gray-top

Used for glucose testing **ONLY**



Purple-top

Used for complete blood counts (CBC With Differential, CBC Without Differential)

Tube Combinations



Green-top and Gray-top

These 2 tubes are required for most chemistry panels:

- Complete Metabolic Panel (CMP)
- Basic Metabolic Panel (BMP)
- TPN panels

NOTE: Some lab tests require tubes other than the ones listed above. For example, a red-top tube is required for serum protein electrophoresis (SPE), and a royal blue -top tube is required for trace metals, such as manganese. LabCorp will gladly supply these tubes for you by request. Please contact your account manager or Customer Service at **888-522-4452** for specimen requirements if you have questions regarding a specific test.

USE THE
TUBES IN THE
BOX
DRAW THEM
ALL

PACKING THE TUBES

Dual TempPack System

Lab-in-a-Box's dual TempPack system maintains optimal temperature inside the box when conditioned accordingly. Follow conditioning directions indicated on the box.

Instructions for TempPack Conditioning



Summer Conditioning

For **HOT** Months
(75° F or above)

TempPacks require refrigeration until they are hard and white. (Suggest refrigeration overnight) **DO NOT FREEZE!**

Please carry the refrigerated packs in a cooler or in a Lab-in-a-Box kit until ready for shipping to LabCorp.



Winter Conditioning

For **COLD** Months
(74° F or below)

TempPacks must be soft to the touch for shipping. If the TempPacks are hard to the touch, **soften by placing under warm water** until a soft, liquid consistency is achieved.

Specimen Packing Instructions

- All tubes should be placed inside the biohazard bag.
- All paperwork must be placed in the outside pocket of the biohazard bag, and then place the bag **in between** conditioned TempPacks.
- It is imperative that **ALL** tubes and requisitions be labeled with the appropriate bar codes.
- The biohazard bag should then be placed inside the Styrofoam box.

DO NOT store Lab-in-a-Box kits in extreme hot or cold areas.

INSTRUCTIONS

Step 1. DRAW IT!

- Complete the test request form.
- Draw the patient utilizing the tubes indicated on the test request form.
- Label the tubes with the bar codes provided.

Step 2. PACK IT!

- Place the labeled tubes inside the biohazard bag.
- The test request form and all other paperwork must be placed in the outside pocket of the biohazard bag.
- Place one TempPack at the bottom of the Styrofoam box.
- Place biohazard bag with contents and test request form on top of first TempPack.
- Place the second TempPack on top of the biohazard bag.
- Place lid on Styrofoam box.
- Place the Styrofoam box inside the Lab-in-a-Box cardboard box.
- If seeing multiple patients during the day, refer to Multi-Pack section below.

Multi-Packing: Multiple patient specimens in one box

- Use a Lab-in-a-Box kit to draw your first patient.
- Pack it as normal.
- Draw your second patient using Lab-in-a-Box Multi-Pack.
- Open up the Lab-in-a-Box you used for your first patient and place the second Multi-Pack with the sample in the bottom of the box on top or beside the first one.
- Continue this packing process until you have as many samples in the box as you are going to drop together. Then...drop it!



Delivery or Shipment of Samples

OPTIMAL

LabCorp Patient Service Centers (PSCs)

Convenient and easy
More than 1700 PSCs nationwide
Rapid turnaround time

IDEAL

LabCorp Drop Boxes

Convenient and easy
Strategically placed
Rapid turnaround time

ACCEPTABLE

Overnight Shipping
Federal Express®

Convenient
Only available for certain tests
When turnaround time is flexible

DELIVERY AND SPECIMEN STABILITY

LABCORP OPTIONS

Delivery Options

Option #1: LabCorp Patient Service Center (PSC)

With more than 1700 PSCs throughout the United States, LabCorp is pleased to offer you a convenient and easy way to drop off your Lab-in-a-Box kits. To find a PSC location with hours that are convenient for you, visit www.labcorp.com/wps/portal/findalab.

After locating a PSC, drop off the specimen during **regular business hours** by handing the box to a LabCorp employee. (Please **do not** leave kit outside unattended.) When specimens are delivered to a PSC during regular business hours, LabCorp will receive the specimens the same day and typically report results for Lab-in-a-Box by the next morning.

Option #2: LabCorp Drop Boxes

LabCorp is pleased to offer a service for situations in which a PSC is inaccessible for specimen drop-off. Through individual request, LabCorp will work with you to strategically place drop-boxes in locations convenient for your teams. This option allows LabCorp to receive specimens the same day and typically report results for Lab-in-a-Box by the next morning.

NOTE: This offering requires additional logistical planning. To learn more about our Drop Box option, please e-mail homehealthcare@labcorp.com.

FEDEX DROP-OFF

Option #3: Federal Express® (FedEx®)

Lab-in-a-Box has a long-standing relationship with FedEx. Because this option is only available for certain tests, LabCorp recommends FedEx as an option for the following situations:

- Patient is located in rural area, not conveniently located near a LabCorp PSC.
- Drop-box option has been discussed and deemed not optimal.
- Specimens are collected during recommended time frames (follow Lab-in-a-Box Collection Directions).
- You are ordering the limited tests available for this delivery option (follow Lab-in-a-Box Collection Directions).

Due to their time-sensitive nature use of FedEx is not recommended for the following tests:
bilirubin, phosphorous, sedimentation rate/ESR, zinc, or potassium.

Keep the following in mind if you meet the above parameters and you decide to ship via FedEx:

- Detach and save the left side of the FedEx Express Billable Stamp for easy tracking.
- **Do not** use FedEx for STAT, Saturday, Sunday, or late night draws. Friday shipments are accepted, as they will be delivered on Saturday.
- **Do not** use unstaffed FedEx drop-off or FedEx Express Drop Boxes.

To ensure the fastest result turnaround when using FedEx, use the chart below, and select the appropriate Lab-in-a-Box FedEx option for your region on the supply order form. Matching your collection region with the corresponding FedEx shipping package ensures timely delivery to the closest testing laboratory.

SUMMARY

DO NOT:

- Do not use the HHC lab req
- Do not take tubes out of the box and drop the tubes at a Labcorp
- Do not take the tubes to a hospital
- Do not leave the lab requestion blank

DO:

- Fill out the lab req included in the box, using the information from the HHC lab req
- If dropping off at a Labcorp then drop the **entire box**, packed as per instructions

If you need ANY assistance with Labs tag @teamhelp-CareCoordination

Do NOT use the @teamhelp-labs tag. This is an internal tag.

After 5pm and on Holidays and Weekends use this link to submit a ticket for any assistance.

[SUPPORT REQUEST / TICKET \(monday.com\)](#)