



LAB-IN-A-BOX®

# Users' guide



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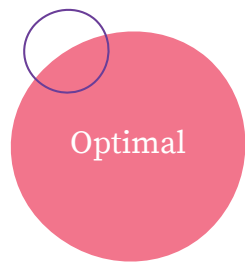


# Home healthcare provider

Lab-in-a-Box is a proprietary kit for laboratory testing to help evaluate the condition of the home healthcare patient. Lab-in-a-Box allows providers to draw blood using plasma tubes and send it directly to the lab without centrifuging (spinning). With multiple delivery options, this service is designed to meet the unique needs of home healthcare providers.

The Lab-in-a-Box kit is easy to use. After a successful patient encounter, the kit can be delivered through the following options to obtain results.

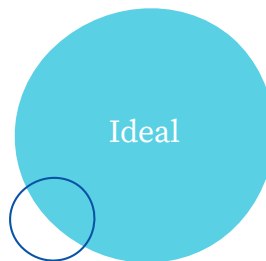
## Delivery and specimen stability



Option 1:

### **Labcorp Patient Service Center (PSC)**

- Convenient and easy
- More than 2000 PSCs nationwide
- Rapid turnaround time



Option 2:

### **Labcorp Drop Boxes**

- Convenient and easy
- Strategically placed
- Rapid turnaround time



Option 3:

### **Federal Express (FedEx®)**

- Convenient
- Only available for certain tests
- Flexible turnaround time

## Results

Labcorp has the flexibility to mix and match connectivity solutions to provide efficient and effective communication between Labcorp and the home healthcare provider. Results are available through the following communication channels:

- Labcorp online results
- Fax

# Getting started

Thank you for your interest in Lab-in-a-Box and Labcorp's home healthcare services. Please follow the simple steps below to get started.

## 1. Account setup

- Deliver completed account setup form and other needed documentation by one of the following ways:
  - Email [homehealthcare@labcorp](mailto:homehealthcare@labcorp) for instructions and the account set up form
  - Email completed account set up form and all other needed documentation to [homehealthcare@labcorp.com](mailto:homehealthcare@labcorp.com)
- Labcorp will provide you with your account number and welcome information

## 2. Order supplies

- Review the various kit options on the Supply Order Form
- Complete the Supply Order Form, and email it to [hhcsupplies@labcorp.com](mailto:hhcsupplies@labcorp.com)
  - Orders will only be accepted on this form via email
  - If you need assistance call **860-657-8271**

## 3. Obtain results

- There are two ways to obtain results for your home healthcare patients: online through Labcorp link or by fax. To set up these options, please follow the instructions below:
  - For general access to the public features of Labcorp Link, you can self register at [labcorplink.com](http://labcorplink.com)
  - For access to additional features, reverification of access, and Labcorp Link support, call **877-442-3226**

## 4. Verify insurance coverage:

- To view a list of insurance providers filed by Labcorp (by state), visit [Labcorp.com](http://Labcorp.com), click "I am a Healthcare Provider," select Resources  
[labcorp.com/organizations/managed-care/insurance-and-medicare](http://labcorp.com/organizations/managed-care/insurance-and-medicare)

# What's in the box?

Lab-in-a-Box® is a proprietary kit designed specifically to serve the needs of home healthcare providers. The typical centrifugation requirement for blood specimens is not feasible in a home healthcare setting, so Lab-in-a-Box works without such requirements.

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.



Original/  
outer box



Inner container



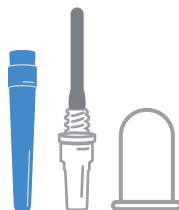
Test request form (TRF)  
with bar code labels



Dual temp packs



Biohazard bag with  
tubes



Luer adapter,  
vacutainer holder



OSHA compliant  
retractable straight  
needle



FedEx Pak\*

\*FedEx Pak is contained only in ordered item "HH5000" and used when shipping Lab-in-a-Box via FedEx

# Kit contents

## Tubes



### Green top

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

**Note:** Generally, only one green top tube is required, but we supply two 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)

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## Tube combinations



### Green top and gray top

These two tubes are required for most chemistry panels:

- Comprehensive Metabolic Panel (CMP)
- Basic Metabolic Panel (BMP)
- Total Parenteral Nutrition Panel (TPN)

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**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. Refer to the Supply Order Form, or order through your Labcorp Link access. Please contact customer service at **888-522-4452** if you have questions regarding a specific test.

# Kit contents

## Dual temp pack system

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

## Instructions for temp pack conditioning



### Summer conditioning for hot months

**(75° F or above)**

Temp packs require refrigeration until packs are hard and white (Suggest refrigeration overnight). **Do not freeze!** Please carry the refrigerated temp packs in a cooler or Lab-in-a-Box until ready for delivery to Labcorp.



### Winter conditioning for cold months

**(74° F or below)**

Temp packs must be soft to the touch for shipping. If the temp packs 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
- Test request form (TRF) must be placed in the outside pocket of the biohazard bag, and the bag must be placed **in between** conditioned temp packs
- It is imperative that **all** tubes and requisitions be labeled with the TRF appropriate bar codes and a second unique patient identifier, such as name or DOB

Do **not** store Lab-in-a-Box kits in extreme hot or cold areas.

# Easy as “1, 2, 3”

## 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 and a second patient identifier

## Step 2. Pack it!

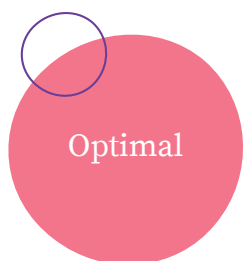
- Place the labeled tubes inside the biohazard bag
- The TRF and any other paperwork such as a data sheet, intake form or insurance information must be placed in the outside pocket of the biohazard bag
- Place one temp pack at the bottom of the inner container
- Place the biohazard bag with contents and the TRF on top of the first temp pack
- Place the second temp pack on top of the biohazard bag
- Place lid on inner container
- Place the inner container inside the Lab-in-a-Box cardboard sleeve box
- If seeing multiple patients during the day, refer to Multi-packing

### 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. It is imperative that all BioBags are separate and labeled correctly
- Continue this packing process until you have as many samples in the Lab-in-a-Box as you are going to drop together. Then, drop it.

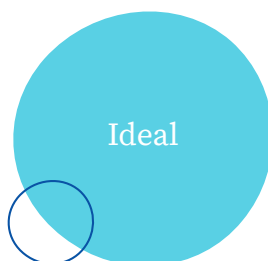
## Step 3. Drop it!

Delivery and specimen stability



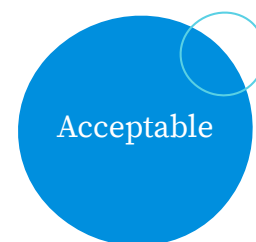
Option 1:  
**Labcorp Patient Service Center (PSC)**

- Convenient and easy
- More than 2000 PSCs nationwide
- Rapid turnaround time



Option 2:  
**Labcorp Drop Boxes**

- Convenient and easy
- Strategically placed
- Rapid turnaround time



Option 3:  
**Federal Express (FedEx®)**

- Convenient
- Only available for certain tests
- When turnaround time is flexible

# Delivery options

## Option 1: Labcorp patient service center (PSC)

### Optimal specimen stability

With more than 2000 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 **labcorp.com** Click on “Find a Lab”.

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.

Lab in a Box is recognized to have specific processing when you drop off the complete kit inside the outer cardboard sleeve. Bio bags of tubes without the container and outer sleeve will not be accepted at the PSCs.

Follow these steps to ensure successful PSC delivery:

- Locate a PSC: **labcorp.com** Click on “Find a Lab”
  - Take the complete Lab-in-a-Box with outer cardboard sleeve to the PSC during regular business hours
  - Hand the kit to a Labcorp employee (Please do not leave kit outside unattended.)
- It is good practice to make note of the time and location of delivery and to sign in at the location for reference and tracking

## 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 requests, 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 email [homehealthcare@labcorp.com](mailto:homehealthcare@labcorp.com).

## Option 3: Federal Express® (FedEx®)

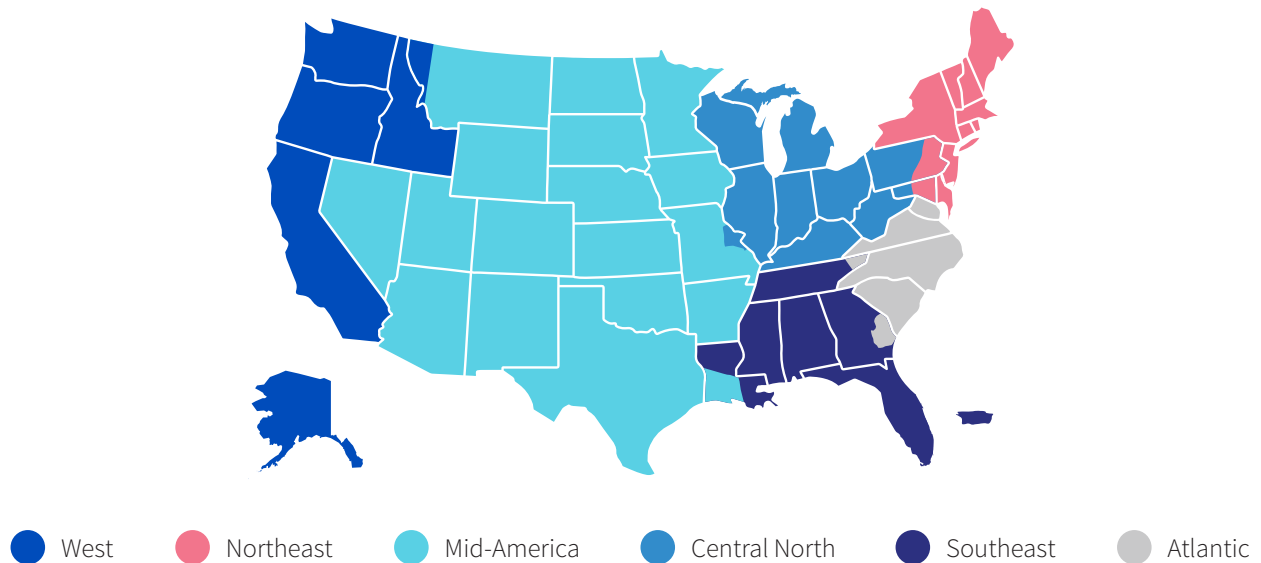
Lab-in-a-Box has a long-standing relationship with FedEx. Because this option is only available for certain tests, Labcorp recommends FedEx as an option for the following situations:

- 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:

- Retain a copy of the Fedex Pak tracking number 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 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.



### Additional Information

[labcorp.com/providers/resources/home-healthcare](http://labcorp.com/providers/resources/home-healthcare) Labcorp Home Healthcare link

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## Results

**There are two ways to obtain results for your home healthcare patients: through Labcorp LINK or by fax.**

To set up these options, please follow the instructions below:

- **Labcorp LINK:** After the account is established, LINK access is granted, and your office will receive an email with login credentials to [labcorplink.com/ui/#/login](http://labcorplink.com/ui/#/login)
- **Fax:** Please complete the Labcorp facsimile verification form, at the time of account set up. Contact **888-522-4452** should you need a fax verification form, or to update your fax number

We are also pleased to offer you training for Labcorp LINK. Following setup, you can email [labcorplinktraining@labcorp.com](mailto:labcorplinktraining@labcorp.com) and schedule a specific time to meet with our training team.

**For more information about Labcorp LINK, please request the Labcorp LINK quick start guide by contacting [labcorplink@labcorp.com](mailto:labcorplink@labcorp.com).**

# Frequently used contacts

To become familiar with Lab-in-a-Box, it is important to have a simple list of contact information to point you in the right direction.

## Customer service & drop off locations

- Labcorp & Lab-in-a-Box Customer Service: 888-522-4452
  - Find a Lab drop off location: 888-522-2677
  - Find a Lab drop off location: [labcorp.com/wps/portal/findalab](http://labcorp.com/wps/portal/findalab)
  - Drop box setup: [homehealthcare@labcorp.com](mailto:homehealthcare@labcorp.com)
- 

## Billing

- Patient billing: 205-581-3500
  - Client billing: 800-343-4407
- 

## Supplies

- Email for supplies: [hhcsupplies@labcorp.com](mailto:hhcsupplies@labcorp.com)
- 

## Others

- Email for new account inquiries: [homehealthcare@labcorp.com](mailto:homehealthcare@labcorp.com)
- LabCorp LINK support: 877-442-3226 or [labcorplink@labcorp.com](mailto:labcorplink@labcorp.com)
- CPT coding: 800-222-7566, option 7, option 4



## Frequently asked questions

**Q: What is the Lab-in-a-Box biohazard bag with tubes?**

**A:** The Lab-in-a-Box biohazard bag with tubes is specially designed for field specimen collection (contains two green-top, one gray-top, one light blue-top and one purple-top tubes, LIA Pouch, Vacutainer® holder, luer adapter, safety vacutainer needle, test request form, wicking pad, temp packs, single-use holder, labels, and biohazard bag). Additional items are included in the Lab-in-a-Box kit for the FedEx shipping option.

**Q: How do I use the Lab-in-a-Box kit?**

**A:** Complete the test request form and collect the specimen using the tubes within the kit. Then, drop it off at a Labcorp PSC, use your individually arranged drop box or use FedEx. Please use the best option for you and your patient.

**Q: When should I choose the “drop off” options versus the FedEx shipping option?**

**A:** The option to drop off your collected Lab-in-a-Box at a local Labcorp PSC or through your individually arranged drop box option narrows the window between specimen collection time and specimen processing in the lab. With these options, Labcorp receives the specimen sooner, allowing us to report results for Lab-in-a-Box tests early the next day (typically earlier than the overnight shipping option). This is the best sample delivery option when result turnaround time is critical, and this delivery option maintains optimal preanalytical handling.

The FedEx option, with specific parameters, offers convenience and coverage with the FedEx courier system. Results for routine tests are typically delivered in 48 hours after receipt of the specimen(s) in the lab, but it is important to note that FedEx is not an optimal delivery method because the sample takes longer to arrive at a Labcorp testing facility, and there is a risk of exposing the specimen to the elements or to other factors beyond Labcorp’s control. When turnaround time is flexible or less critical, FedEx may be a viable option.

**Q: How will I receive the test results?**

**A:** Labcorp will send the results via your established result delivery method, either online or fax. You can register to use Labcorp LINK to view results or submit the Labcorp facsimile verification form to receive results via fax. For additional information, email [homehealthcare@labcorp.com](mailto:homehealthcare@labcorp.com).

**Q: How do I find a PSC to drop off the specimen?**

**A:** Visit [labcorp.com/wps/portal/findalab](http://labcorp.com/wps/portal/findalab) or call 888-522-2677 to find a PSC in your area.

**Q: How do I set up individual drop boxes for my specimen delivery?**

**A:** Communicate with your account manager directly or email [homehealthcare@labcorp.com](mailto:homehealthcare@labcorp.com).

**Q: How do I order the FedEx option?**

**A:** You will need to order the specific regional FedEx option based on your state as listed on the supply order form. For example, if you are in NY, you will order the Northeast FedEx option.

**Q: How do I order supplies?**

**A:** Complete the Supply order form and email it to [hhcsupplies@labcorp.com](mailto:hhcsupplies@labcorp.com).

**Q: How do I set up an account?**

**A:** Email [homehealthcare@labcorp.com](mailto:homehealthcare@labcorp.com).

**Q: How do I get results online?**

**A:** Call 877-442-3226 or email [labcorplink@labcorp.com](mailto:labcorplink@labcorp.com).

**Q: How can I add on a test?**

**A:** Call 888-522-4452.

**Q: How can I get a Labcorp courier pick up at my office?**

**A:** Submit requests for courier services through your Labcorp Link access.

**Q: How do I contact Customer Service for questions related to Lab-in-a-Box?**

**A:** Call 888-522-4452.

**Q: Where can I find information about Labcorp-contracted insurance plans?**

**A:** Go to [Labcorp.com](http://Labcorp.com). Click Resources.

**Q: Will I get trended results?**

**A:** Yes, Labcorp Link offers enhanced analytics, including graphical trending of patient test results.

**Q: Is there an order of draw that optimizes specimen collection?**

**A:** Yes. Since tubes contain specific additives, the order of draw is critical to prevent potential carryover. Please observe the following collection order:

1. Light blue top tube contains citrate
2. Green top tube contains heparin
3. Purple top tube contains EDTA
4. Gray top tube contains sodium fluoride and potassium oxalate

**Q: If I have multiple Labcorp account numbers (i.e., one for Lab-in-a-Box, one for other testing), whom should I call with questions?**

**A:** Call 888-522-4452.



# Lab-in-a-Box<sup>®</sup> Test Menu

Test Name	Test No.
<b>Acute Viral Hepatitis</b> Test Includes: HAV, HBV, HCV	<b>144000</b>
<b>Anemia Panel</b> Test includes: Iron & TIBC; Ferritin; Transferrin	<b>231712</b>
<b>Basic Metabolic</b> Test includes: BUN; BUN: creatinine ratio; calcium; carbon dioxide, total; chloride; creatinine; eGFR calculation; glucose; potassium; sodium	<b>331599</b>
<b>Comprehensive Metabolic</b> Test includes: Alanine aminotransferase (ALT/SGPT); albumin: globulin (A:G) ratio; albumin; alkaline phosphatase; aspartate aminotransferase (AST/SGOT); bilirubin; BUN; BUN: creatinine ratio; calcium; carbon dioxide, total; chloride; creatinine; eGFR calculation; globulin, total; glucose; potassium; protein, total; sodium.	<b>331327</b>
<b>Electrolyte Panel</b> Test includes: Carbon dioxide; chloride; potassium; sodium	<b>303754</b>
<b>Hepatic Function Panel (7)</b> Test includes: Alanine aminotransferase (ALT/SGPT); albumin, serum; alkaline phosphatase, serum; aspartate aminotransferase (AST/SGOT); bilirubin, direct; bilirubin, total; protein, total, serum	<b>322755</b>
<b>Iron and Total Iron-binding Capacity (TIBC)</b> Test includes: Percent of saturation; serum iron; total iron binding capacity; unsaturated iron binding capacity	<b>001321</b>
<b>Lipid Panel</b> Test includes: Cholesterol, total; high-density lipoprotein (HDL) cholesterol; low-density lipoprotein (LDL) cholesterol (calculation); triglycerides; very low-density lipoprotein (VLDL) cholesterol (calculation)	<b>303756</b>
<b>Renal Function</b> Test includes: Albumin; BUN; BUN: creatinine ratio; calcium; carbon dioxide, total; chloride; creatinine; glucose; phosphorus; potassium; sodium	<b>376839</b>
<b>Hematology</b>	
Complete Blood Count (CBC) With Differential	<b>005009</b>
Complete Blood Count (CBC) Without Differential	<b>028142</b>
Hematocrit	<b>005058</b>
Hemoglobin (Hb)	<b>005041</b>
Partial Thromboplastin Time (PTT), Activated	<b>005207</b>
Prothrombin Time (PT)	<b>005199</b>
Platelet Count	<b>005249</b>
Reticulocyte Count	<b>005280</b>
Sedimentation Rate, Modified Westergren	<b>005215</b>
White Blood Cell (WBC) Count	<b>005025</b>
<b>Therapeutic drug monitoring</b>	
Carbamazepine, Serum or Plasma	<b>007419</b>
Cyclosporine, Whole Blood	<b>706556</b>
Digoxin	<b>007385</b>

Test Name	Test No.
Phenobarbital, Serum or Plasma	<b>007823</b>
Phenytoin, Serum or Plasma	<b>007401</b>
Tacrolimus, Whole Blood	<b>700248</b>
Theophylline	<b>007336</b>
Valproic Acid, Serum or Plasma	<b>007260</b>
<b>Microbiology/Cultures</b>	
Anaerobic and Aerobic Culture and Gram Stain	<b>183111</b>
Blood Culture, Routine <sup>1</sup>	<b>008300</b>
Gram Stain Evaluation With Sputum Culture Reflex	<b>182352</b>
Stool Culture <sup>1</sup>	<b>008144</b>
Urine Culture, Routine	<b>008847</b>
<b>Random, trough and peak drug monitoring</b>	
Amikacin Random, Serum	<b>007203</b>
Amikacin, Peak	<b>007204</b>
Amikacin, Trough	<b>007205</b>
Gentamicin Random, Serum	<b>007161</b>
Gentamicin, Serum, Peak	<b>007162</b>
Gentamicin, Serum, Trough	<b>007163</b>
Tobramycin Random, Serum	<b>007153</b>
Tobramycin, Serum, Peak	<b>007154</b>
Tobramycin, Serum, Trough	<b>007155</b>
Vancomycin Random, Serum	<b>070326</b>
Vancomycin, Serum, Peak	<b>070327</b>
Vancomycin, Serum, Trough	<b>070328</b>
<b>Trace elements</b>	
Chromium, Blood	<b>738820</b>
Copper, Whole Blood	<b>081041</b>
Lead, Whole Blood (Adult)	<b>007625</b>
Manganese, Whole Blood	<b>724195</b>
Selenium, Whole Blood	<b>081034</b>
Zinc, Whole Blood	<b>070032</b>
<b>Chemistry</b>	
Alanine Aminotransferase (ALT/SGPT)	<b>001545</b>
Albumin	<b>001081</b>
Alkaline Phosphatase	<b>001107</b>
Amylase	<b>001396</b>
ANA by IFA, Reflex to Titer and Pattern	<b>164947</b>
Aspartate Aminotransferase (AST/SGOT)	<b>001123</b>
Bilirubin, Direct	<b>001222</b>
Bilirubin, Total	<b>001099</b>

Test Name	Test No.
C-Reactive Protein (CRP), Quantitative	006627
Calcitriol (1, 25 di-OH Vitamin D)	081091
Calcium	001016
Calcium, Ionized	004804
Carbon Dioxide, Total	001578
Carcinoembryonic Antigen (CEA)	002139
Chloride	001206
Cholesterol, Total	001065
Creatine Kinase (CK), Total	001362
Creatinine	001370
Ferritin	004598
Folate (Folic Acid)	002014
Glucose, Plasma	001818
Hemoglobin (Hb) A <sub>1c</sub>	001453
Immunoglobulin A, Quantitative	001784
Immunoglobulin G, Quantitative	001776
Immunoglobulin G, Subclasses (1-4)	209601
Immunoglobulin M, Quantitative	001792
Iron	001339
Lipase	001404
Magnesium	001537
NT-proBNP	143000

Test Name	Test No.
Phosphorus	001024
Potassium	001180
Prealbumin	016931
Prostate-specific Antigen (PSA)	010322
Protein, Total	001073
PTH, LIAB	126120
Rheumatoid Factor (RF)	006502
Sodium	001198
T <sub>3</sub> Uptake	001156
Thyroid-stimulating Hormone (TSH)	004259
Thyroxine T <sub>4</sub>	001149
Transferrin	004937
Triglycerides	001172
Urea Nitrogen	001040
Uric Acid	001057
Vitamin B <sub>12</sub>	001503
Vitamin D, 25-Hydroxy	081950
γ-Glutamyl Transferase (GGT)	001958
<b>Urinalysis</b>	
Albumin, Random Urine	149997
Urinalysis, Complete with Microscopic Examination	003772
Urinalysis, Routine with Microscopic Examination on Positives	003038