



# NURSE'S GUIDE

Using Lab-in-a-Box<sup>®</sup>



# What's in THE BOX?

Lab-in-a-Box® is a proprietary kit that is designed specifically to serve the needs of home health care providers. The typical centrifugation requirement for blood specimens is not feasible in a home health care 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.

## 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



# Kit CONTENTS



## 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.

# Kit CONTENTS

## 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.

# Using Lab-in-a-Box® 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.

## 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!

## Step 3. DROP IT!

### 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

# Delivery OPTIONS

## Option 1: LabCorp Patient Service Center (PSC)

### OPTIMAL SPECIMEN STABILITY

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. This option allows LabCorp to receive specimens the same day and typically report results for Lab-in-a-Box by the next morning.

Follow these steps to ensure successful PSC delivery:

- Locate a PSC: Call **888-522-4452** or visit [www.labcorp.com/wps/portal/findalab](http://www.labcorp.com/wps/portal/findalab).
- Take kit to PSC during **regular business hours**.
- Hand the kit to a LabCorp employee. (Please **do not** leave kit outside unattended.)

## Option 2: LabCorp Drop Boxes

### IDEAL SPECIMEN STABILITY

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 you. This option allows LabCorp to receive specimens the same day and typically report results for Lab-in-a-Box by the next morning.

Follow these steps to ensure successful drop box delivery:

- Confirm with your nurse manager that this option is available to you.
- Closely follow the instructional sheet distributed by your nurse manager.

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

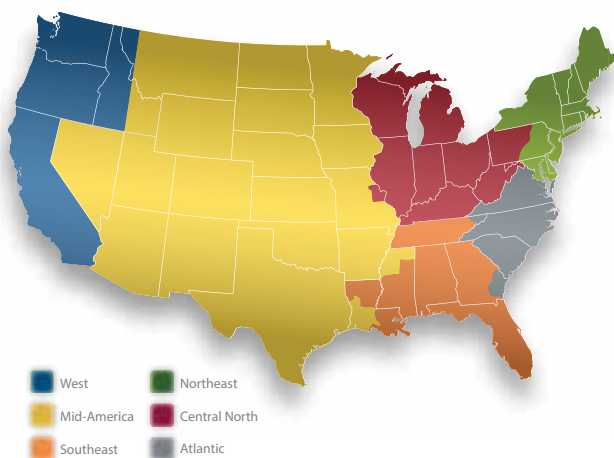
#### ACCEPTABLE SPECIMEN STABILITY FOR CERTAIN TESTS

Lab-in-a-Box has had 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:

- Patients are drawn as late in the day as possible (follow Lab-in-a-Box Collection Directions).
- You are fully aware of the limited test availability (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.



#### Additional Information

FedEx information about Lab-in-a-Box can be found on the LabCorp Home Health website at [www.hhla.com/customer\\_care\\_fedex\\_drop\\_sites.html](http://www.hhla.com/customer_care_fedex_drop_sites.html)

# Nurses IMPORTANT INFORMATION

**LabCorp & Lab-in-a-Box® Customer Service: 888-522-4452**

**Add on a test:** Call 888-522-4452

**Find a PSC:** Call 888-522-2677 or visit [www.labcorp.com/wps/portal/findalab](http://www.labcorp.com/wps/portal/findalab)

**Test request form information (images below):** See separate attachments

Forms are available inside the box.

Test Request Form (TRF)

Test Request Form: Instructional Guide

Lab-in-a-Box Test Menu

