

### Collection Site Preparation

1. The collection site should have all the supplies needed to complete a specimen collection (e.g. collection kits, specimen collector instructions, ink pens, single-use collection cups and specimen bottles, leak-resistant plastic bags, absorbent material, shipping containers, disposable gloves, hardcopy requisitions or access to electronic ordering). Contact [supplies@aegislabs.com](mailto:supplies@aegislabs.com) if supplies are needed.
2. Ensure that there is a toilet/urinal, a means for washing hands, a suitable clean surface for the collector to use as a work area, a private area for specimen collection, and a secure temporary storage area for maintaining collection cups until they are transferred to the laboratory.
3. Ensure access to collection supplies is restricted only to the collector(s)/donor(s) and other authorized personnel.
4. In situations where additional measures are needed to prevent substitution or adulteration, consider removing access to items that could be used to adulterate, substitute, or dilute the specimens from the collection area such as soap, disinfectants, cleaning agents, or water. Observed collections, instructing the donor to empty his or her pockets prior to collection, and the use of bluing agents may also be considered depending on your site's needs.
5. Donors should be provided with collection instructions upon request.

### Performing a Urine Collection

1. Verify with the donor: name and date of birth with a state issued form of Identification.
2. Write the donor's name and date of birth on the adhesive label.
3. Wash and dry your hands.
4. Put on clean, disposable gloves in the presence of the donor.
5. Direct the donor to wash and dry his or her hands.
6. Place potty seat on toilet, if needed.
7. Indicate to the donor where the 30mL minimum volume line is on the collection cup.
8. Hand donor the collection cup and ask them to provide a specimen of at least 30mL (30 cc). Inform the donor not to flush the toilet at the conclusion of collection and to return the collected specimen to you.
9. When the donor returns with the collection cup, tighten the cap until you no longer feel or hear clicks. Then, check that the arrow on the cap (same color as the cap), has moved past the lock symbol printed on the collection cup.
  - a. It is important that the lid is secured all the way around the container to prevent leakage in transit and result in insufficient quantity for all tests requested
10. Read the temperature strip within 4 minutes of collection to determine if the specimen is within the acceptable 90-100 degrees F range.
11. If the donor is unable to provide 30mL, or if the temperature strip does not show an acceptable temperature:
  - a. Discard the specimen
  - b. Ask the donor to drink water (8oz of water every 30 min; do not exceed 40oz over 3 hours)
  - c. Re-collect the specimen as soon as the donor is ready
12. If the specimen is acceptable and while in the presence of the donor, affix the adhesive label with the donor's name and date of birth to the side of the collection cup and ask the donor to verify. Please avoid placing tamper-evident seals over the collection cup lid.
13. Place the closed collection cup into the specimen bag with the absorbent pad.
14. Flush the toilet or urinal.
15. Instruct the donor to wash and dry his or her hands.
16. Complete the test requisition in its entirety ensuring that the HSN number on the collection cup and requisition match throughout this process. Requisitions may be hardcopy or electronic. See Appendices I-III for additional information.
  - a. For hardcopy requisitions: once completed give the donor the pink "Patient Copy" of the Laboratory Request form. Fold and place the completed Laboratory Request Form along with a copy of the donor's insurance card in the back pouch of the Aegis specimen bag. It is important that the collection cup and pad are in one compartment, and the paperwork in the other, to avoid contamination of the requisition in the event of specimen leakage.
  - b. For electronic CareEvolve orders: ensure the "Complete" button is clicked to be sure the order is submitted electronically to both the laboratory and the provider queue for signature. If the order was placed by a non-delegate, ensure the provider or his/her delegate approves the order in the provider signature queue to avoid delays in processing and billing.
  - c. For EMR orders, follow your organization's protocols for submitting a test order.
17. Seal the specimen bag using the zip-top closure.
18. Place the clear, sealed specimen bag into the proper shipping container according to Appendix IV.
19. Remove disposable gloves and discard according to your facility's waste protocol.
20. Wash and dry your hands.
21. Ship to the laboratory within 24 hours of collection.
  - a. If the sample cannot be shipped within 24 hours of collection, refrigeration is strongly recommended. The recommended temperature range for refrigerators is 2-8 °C.
  - b. If the sample cannot be shipped within 7 days of collection, freezing is strongly recommended. The recommended temperature range for freezers is < -10 °C.
  - c. Testing will be cancelled if sample(s) are received >30 days after the date of collection.
  - d. Sample degradation is possible if shipping is outside the above recommendations.

### APPENDIX I – PAPER REQUISITION INSTRUCTIONS

#### DIAGNOSIS CODES

NOTE: All requisitions must have a valid ICD-10 code provided by the physician to support the medical necessity of the order. Diagnosis codes are 3-7 characters (e.g., M79.604). The first digit is alpha, 2nd and 3rd are numeric and 4-7 can be alpha and/or numeric. For Urine Drug Testing, CMS provides the Billing and Coding Article: Urine Drug Testing Article (A56915) for reference related to ICD-10-CM codes that support Medical Necessity.

1. Codes beginning with a numeric digit are not valid. All diagnosis codes must begin with a letter.
2. V58.69 is not a valid code

#### BILLING/INSURANCE

Obtain insurance information and ALWAYS validate it with the patient. Mark the appropriate check box on the Laboratory Request Form.

If Worker's Comp, Letter of Protection (LOP), or Auto:

Completely fill out the Aegis Insurance Information Form and make a copy of the applicable Letter of Protection (LOP), the front and back of the auto insurance card and the patient's health insurance card and send in with the specimen.

#### PATIENT INFORMATION

##### PATIENT DEMOGRAPHICS

Fill in patient's complete First Name, Middle Initial, Last Name, Sex, Date of Birth, Address, City, State, Zip Code and Phone Number

##### PATIENT SIGNATURE

Ask the patient to verify their information and get their signature

#### COLLECTION INFORMATION

##### COLLECTOR'S INITIALS

Legibly write your initials in the box.

##### DATE COLLECTED

This is the Date of Service (DOS).

#### TEST INFORMATION

Select the test(s) requested by the provider.

#### PRESCRIBED MEDICATIONS

Mark the drugs prescribed and the appropriate usage—either Daily or PRN.

#### PROVIDER INFORMATION

##### PROVIDER NAME

Select or legibly write the appropriate requesting provider (Choose only one).

##### PROVIDER SIGNATURE

Obtain the ordering provider's signature.

### APPENDIX II – PACKAGING AND SHIPPING SAMPLES

At the end of the business day, package all secured specimens for shipment. Select the appropriate container based on the number of specimens. Place the FedEx Express Paid Shipping label on the package for pickup. Schedule pickup by calling Client Services or your ISR, or by calling 1.800.GoFedEx (1.800.463.3339) or go to [fedex.com](https://www.fedex.com).

#### SMALL AND LARGE AEGIS CLINICAL BOXES ("AEGIS BOX") UP TO 20 SPECIMENS



#### CLINICAL PACK BAG

