

Blood Collection Kits

1. Read all information and instructions on the requisition and inside the collection kit.
 - a. Establish that the collection and processing can be completed before the shipping cutoff time. Kits are not collected on Saturday or Sunday.
 - i. Hospital OP, BMP1, BMP2, BMP4 sites: Cutoff 4:30 PM
 - ii. Nifong and Keene sites: Cutoff 2:30 pm
 - iii. Mexico and Moberly sites: Cutoff 11:30 am
 - b. Look at the collection instructions or shipping label for collection shipping constraints such as No Saturday delivery (do not collect on a Friday), Must be shipped before 3 pm, etc.
2. Determine the financially responsible party for the collection fee.
 - a. Some kits require client billing. Boone Health does not charge the patient for the collection and processing for these kits and charges the ordering client instead.
 - i. Wellness Way (C.WELLW) is a chiropractic clinic that routinely sends patient with kits to BHC draw sites. Use client mnemonic C.WELLW for these kits
 - ii. Other client-billed kits will have to explicitly state in the requisition or kit instructions that someone other than the patient is responsible for our collection and processing fee. Use the client mnemonic C.PHYSOFF for these kits.
 - iii. Be The Match organ and bone marrow donor kits are completed free of charge by Boone Health. These patients are still registered under client C.PHYSOFF for tracking purposes.
 - b. For kit collections that are not client billed, the patient is financially responsible for the collection and processing fee (\$20)
 - i. All kit collections that are patient billed are ordered under the client Direct Access Testing (C.DAT)
 - ii. If patients have regular clinical work being collected and tested by BHC Lab, the \$20 collection and processing fee is waived.
 1. The BHC labs will be ordered under the clinical registration.
 2. A second client registration for C.DAT will be created for tracking the kit collection.
 - iii. Patients need to pay the fee at the time of service, by cash or check. Use the Kit Draw Form (see Appendix B) to record payments received and give a photocopy of the completed form to the patient as a receipt.
 - iv. Note that some kits require payment for testing to be included in the shipment, or pre-arranged by the patient. Call Lab Client Response or the Lab Operations Manager for clarifying any payment questions.
 - v. Orthopedic Analysis draw kits are paid for by the patient in advance or at the time of service and must be pre-scheduled with Lab Admin before the patient presents. Direct patient queries about scheduling metal-allergy testing to Lab Client Response or Lab Operations Manager.
3. Register patient as client registration. See [Outreach Laboratory Services Policy](#) for instructions.
4. Use MISCBLD as the test orderable for the kit collection. Print as many copies of the label as needed to properly label the collection tubes.

5. Verify that all needed materials are included in the kit before collecting the patient.
 - a. Required materials:
 - i. Patient requisition – includes patient name/identifier, collection and testing info, and payment information if required.
 - ii. Collection tubes
 - iii. Third-party shipping label (UPS, FedEx, etc).
 - b. Supplementary materials (may be present):
 - i. Collection instructions
 - ii. Information to be returned to the patient (follow up instructions, copies of documentation, etc)
 - iii. Cold packs (may be substituted with comparable cold packs from sendouts)
 - iv. Specimen packaging (bubble wrap, Styrofoam, biohazard bags, etc)_
 - v. Shipping box or envelope
6. Follow appropriate venipuncture procedure to collect kit collection tubes.
7. Before patient departs, ensure that any documentation they need is provided (receipt, follow-up instructions, or shipping tracking number, if requested)
8. Some patients may wish to ship collection kits themselves. This is permitted as long as the proper processing can take place before handing collection kit back to patient.
9. If specimen is to be shipped by Boone, process specimen collection tubes according to collection instructions.
 - a. Centrifuging/aliquoting specimens (use provided aliquot tubes in collection kit)
 - b. Store refrigerated and frozen specimens in send-out area fridge/freezer until kit can be assembled for shipping.
10. Package up kit according to instructions.
 - a. Ensure all patient specimens are labeled with any required information (time/date of collection etc)
 - b. Include patient requisition and any other required documentation/payments
 - c. Retain the Kit Draw Form or a copy of the patient requisition to forward to Lab Operations Manager for tracking and billing.
 - d. If specimens are to be kept at refrigerated or frozen temperature, wait until close to the shipping time to remove specimens from storage.
 - i. Fedex pickup at ML is between 5:00 – 5:30 pm Monday-Friday
 - ii. UPS packages must be given to Lab Operations Manager before 5 pm for dropoff.