



INSTRUCTIONS FOR UDS COLLECTION & SHIPPING

A patient in your office has been identified for urine drug screening. Please follow the instructions below to accurately complete the requisition. For additional assistance, please call 903.805.9955.

STEP ONE: Advanta Toxicology Requisition

The requisition can be prepopulated with most of the patient's information (by Technician/Nurse Staff/Front office staff). Please verify it is correct and make any necessary changes.

To complete the requisition form:

Enter Date Collected and Patient Signature on the requisition. This is **REQUIRED INFORMATION**.

1. Physician's Name, Date of Collection, Patient's Name, Gender, DOB, & DOI (Date of Injury - if applicable/Workers' Comp)
2. Diagnosis Code (ICD-10): Primary - Chief Complaint, Secondary - Supplemental Diagnosis
3. Patient's Signature & Date
4. Patient's Current Medications
5. Provider's Orders
6. Panel Selection
7. Urine Drug Test Sample Information
8. Point-of-Care Results (if applicable)
9. Physician's Signature

STEP TWO: Specimen Collection and Preparation

Have patient fill collection cup. When collecting specimen, assure cup's lid is securely fastened to cup. If lid is not fully fastened, specimen could leak in transit requiring the sample to be recollected.

Once the sample has been collected and the requisition completed:

1. Have the patient sign the box marked Patient's Signature
2. **IMPORTANT:** Write the patient's name and date of birth on the side of the specimen cup. There must be two identifiers (name, DOB) on the cup to match the requisition. The specimens will NOT be processed if the identifiers are not present.
3. Print patient demographic sheet containing insurance information and place behind Advanta Toxicology requisition
4. Fold all papers with the documentation facing in to maintain confidentiality before placing in outermost pouch of the collection bag.
5. Place the specimen cup in the front pouch of the specimen collection bag and seal.
The collection process is now complete and ready for shipping.

STEP THREE: Ship the Specimen to Advanta Toxicology

1. Place sealed specimen bags into a UPS/FedEx Clinical Pack included in your kit (5-8 cups per bag).
2. Place UPS/FedEx Clinical Pack into UPS/FedEx Clinical Box.
3. Separate label from backing and place on the UPS/FedEx box.
4. Call UPS/FedEx to schedule your pickup (if UPS/FedEx is not already coordinated with your clinic).

THE HUMAN ADVANTAGE

IN LABORATORY TESTING

CLIA #: 45D2063134 | CLIA #: 45D2072790 | www.aalabs.com