

## Urine Collection – Healthcare

### Collection Site Preparation

1. The collection site must have all the supplies needed to complete a specimen collection (e.g. collection kits, ink pens, single-use collection containers and specimen bottles, Custody and Control Forms (CCFs), tamper-evident tape/seals, leak-resistant plastic bags, absorbent material, shipping containers, bluing agent, disposable gloves).
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, and a secure temporary storage area for maintaining specimens 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. For escorted (unobserved) collections, remove 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.

### Urine Collection

1. Obtain and complete the applicable Laboratory Request Form (instructions are included in Appendix 1). For electronic requisitions see Appendix 2.
  - a. Write the donor's name and date of birth on both the adhesive label and the Requisition Form
  - b. Enter remaining requisition data
  - c. Verify with the donor their name and date of birth
2. Wash and dry your hands.
3. Put on clean medical gloves in the presence of the donor.
4. Direct the donor to enter the restroom to wash their hands.
5. Place potty seat on toilet, if needed.
6. Indicate to the donor where the 30mL minimum volume line is on the collection cup.
7. Hand donor the collection container and ask them to provide a specimen of at least 30mL (30 cc). Inform the donor not to flush the toilet and to return the collected specimen to you.
8. When the donor returns with the collection container, snap the lid on the collection cup or confirm the lid is tightly secured.
  - a. It is important that the lid is secured all the way around the container to prevent leakage in transit and insufficient quantity for all tests requested
9. Read the temperature strip within 4 minutes of collection to determine if the specimen is within the acceptable 90-100 degrees F range.
10. 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, and

- c. Re-collect the specimen as soon as the donor is ready
11. If the physician requests an oral fluid specimen, DO NOT send in the urine specimen but discard it.
12. If the specimen is acceptable, complete the applicable Laboratory Request form (instructions are included in Appendix 1). For electronic requisitions, see Appendix 2
  - a. Write the donor's name and date of birth on both the adhesive label and the Requisition Form
  - b. Enter remaining requisition data
  - c. Verify with the donor their name and date of birth
13. Remove the label from the top of the Laboratory Request Form and apply to the lid of the cup as shown in the picture opposite.
14. Always give the donor the pink "Patient Copy" of the Laboratory Request form.
15. Place the closed collection cup into the specimen bag with the absorbent pad.
16. 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.
  - a. If the patient does not have an insurance card, you must obtain and verify their social security number and document it in the demographics section of the Laboratory Request Form.
  - b. Make sure that the specimen and paperwork are in the separate compartments of the Aegis specimen bag. It is important that the specimen and pad are in one compartment, and the paperwork in the other, to avoid contamination of the requisition in the event of specimen leakage
17. Seal the bag using the zip-top closure.
18. Immediately place the clear, sealed specimen bag into the proper shipping container.
19. Remove gloves and discard into the Hazardous waste container.
20. Wash and dry your hands.
21. Ship to the laboratory within 24 hours of collection using the preprinted FedEx labels provided by Aegis.

NOTE: If the specimen(s) cannot be shipped within 24 hours of collection, refrigeration is recommended. If the specimen(s) cannot be shipped within 48 hours of collection, freezing is recommended.



## Appendix 1

### Laboratory Request Form Completion Diagnosis Code(s)

**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, 2<sup>nd</sup> and 3<sup>rd</sup> are numeric and 4-7 can be alpha and/or numeric.

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**

Fill in patients complete Social Security Number, 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

### **Collector's Initials**

Legibly write your initials in the box.

### **Date Collected**

This is the Date of Service (DOS).

### **Requesting Provider**

Select the appropriate requesting provider (Choose only one).

### **Sample Label**

With the patient present and after completing the patient information, remove the label and place it on the top of the specimen device.

### **Test Selected**

Select the test(s) requested by the provider.

### **Prescribed Medication(s)**

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

### **Provider Signature**

Obtain the ordering provider's signature.

### **Appendix 2**

Contact Aegis Sciences Corporation at (800) 533-7052 for options to utilize an Electronic Laboratory Requisition

### **Appendix 3**

#### **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 1.800.GoFedEx (1.800.463.3339) or go to [fedex.com](http://fedex.com).

#### **Small white Aegis urine specimen box (“white box”) up to 6 specimens**



#### **Small and Large Aegis Clinical Boxes (“Aegis box”) up to 20**



#### **Clinical pack bag**

