

Lab Slip

Complete lab slip- 1. Place label in correct position; 2. Enter the County/Health Service Region #; 3. Write date sample is obtained on the form; 4. Write the time the sample is obtained; 5. Write name of provider

UTMB LAB REQUEST – Community COVID-19 Testing		
Patient Label Place printed label here Label is printed from Data Path		Location/Submitter County - HSR # EX: "Bexar- HSR-8"
		Requesting Provider Dr. John Hellerstedt, M.D.
Collection Date (Required)	Collection Time (Required)	Collector Name (Required) Name of Provider Collecting Sample

Disposition Entry in Data Path

Data Path Dispositions

- You will need to update the disposition for each Data Path entry
 - Preference is to have a team member update Data Path as specimens are packaged in cooler to obtain accurate information

Update Disposition

All Records Require a Disposition

To “Disposition” a record select the blue record icon to open the entry

User: Kellie Burnham

COVID-19 Intake System

Call Taking In Progress Waiting Schedule Waiting Test Waiting Results **All Records** Denied

Info Call + Add Record +

Site Filter: MHI - Georgetown NH

Show 50 records Search:

Record	Plan	Labels	Action	Patient Name	Appointment Datetime	Patient DOB	Patient Contact Number	Created By	Last Updated By	Date MEDCOM Called	Status
17257				Angiola, Carmen	2020-05-01 0:01	11/18/1973		Heather Phillips		2020-05-01 17:45:21	Scheduled
17258				Chastant, Michael	2020-05-01 0:01	03/09/1977		Heather Phillips		2020-05-01 17:44:07	Scheduled
17261				Martinez, L	2020-05-01 0:01	10/21/1964		Heather Phillips		2020-05-01 17:43:06	Scheduled
17246				COla, Mario	2020-05-01 0:01	10/23/1977		Heather Phillips		2020-05-01 17:41:11	Scheduled
17245				Schmitt, Alexandra	2020-05-01 0:01	01/05/1998		Heather Phillips		2020-05-01 17:38:43	Scheduled
17242				Billy, Paulette	2020-05-01 0:01	02/22/1973		Heather Phillips		2020-05-01 17:37:40	Scheduled
17230				Garcia, Crystal	2020-05-01 0:01	07/30/1991		Heather Phillips		2020-05-01 17:33:22	Scheduled
17224				Tipps, Don	2020-05-01 0:01	05/26/1970		Heather Phillips		2020-05-01 17:32:30	Scheduled

Update Disposition



Select "Disposition Record"

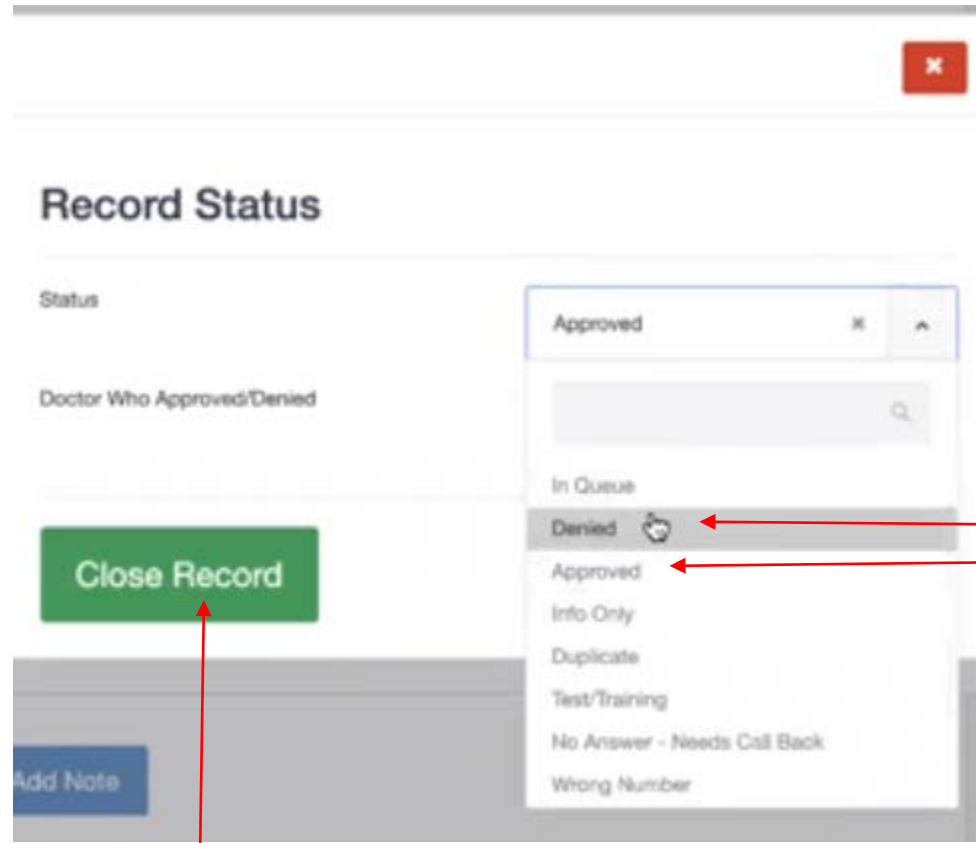
Update Disposition

Select 1 of 3 Dispositions:

- Approved
 - Specimen has been obtained
- Denied
 - Person refused
- No Show
 - Person was not present

At the end of Operations you should have no records left in “Waiting Test” section

Once the Disposition is chosen select “Close Record” to save the entry.



The screenshot shows a web form titled "Record Status". It has two input fields: "Status" and "Doctor Who Approved/Denied". Below these fields is a green button labeled "Close Record". To the right of the "Status" field, a dropdown menu is open, displaying a list of options: "Approved", "Denied", "Info Only", "Duplicate", "Test/Training", "No Answer - Needs Call Back", and "Wrong Number". The "Denied" option is highlighted with a mouse cursor. Red arrows point from the text instructions to the "Denied" option in the dropdown menu and the "Close Record" button.

Specimen Packaging

Kits are shipped
w/ swab and
tube in bag.

You will need an
additional
specimen bag or
gallon size Ziploc
bag to complete
specimen
packaging.



Specimen will go
in one sealed
bag.

Completed lab
slip and
specimen will go
in another sealed
bag.

Be prepared to
have Ziploc bags
available

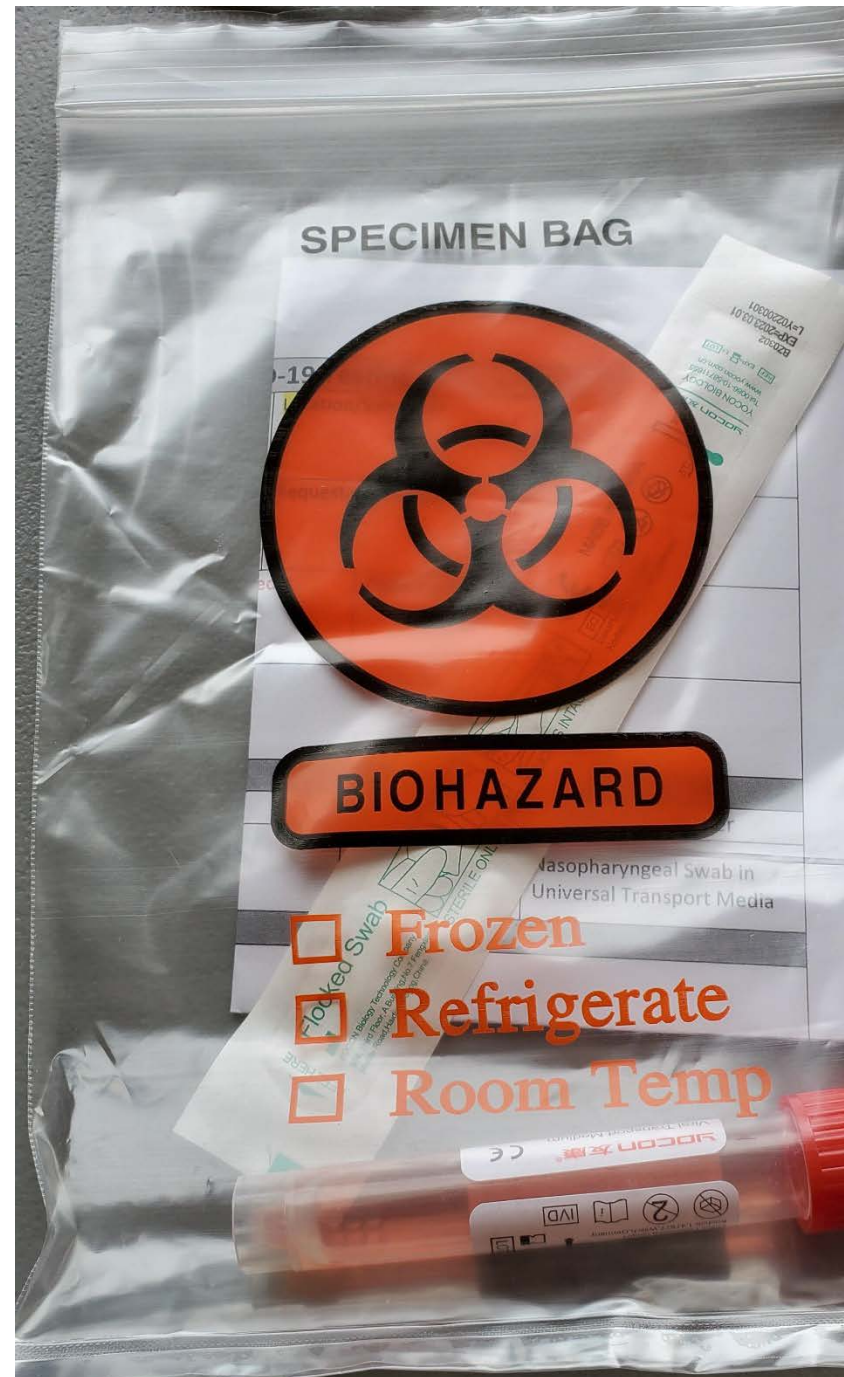


Place lab slip in
specimen bag or
Ziploc bag

SPECIMEN BAG

UTMB LAB REQUEST – Community COVID	
Patient Label	
Collection Date (Required)	Collection Time (Required)
Diagnosis/ (ICD-10)	
Test Description	
X	COVID-19 Testing [LAB002110]
Additional instructions / comments:	

Place specimen
in sealed bag in
bag containing
lab slip and seal
it.



Cooler Packaging

Lay commercial ice packs or ice in Ziploc bags in the bottom of ice chest.

Ice must be in a bag to prevent any fluid from “sloshing” in the cooler.



Place a layer of cardboard over the ice packs

Specimens cannot be in direct contact w/ ice packs.



Place specimens upright on top of cardboard.

This prevents specimens from leaking and creates more space for storage.



Use cardboard to create a spacer in ice chest to prevent specimens from falling over.

Adjust and/or remove cardboard as you add specimens.



Place layer of cardboard over specimens followed by ice packs and seal cooler.



Print Shipping label from “COVID-19 Test Package Tracking” board and attach it to the top of the cooler.

X-C6513-739

Destination: LabCorp

Write County the
specimens were
obtained from.

County: _____

Box _____ of _____

Write the Box # and #
of Total Boxes

_____ Samples

Write the
number of
specimens in the
cooler