NURSE’S GUIDE
Using Lab-in-a-Box®
Lab-in-a-Box® is a proprietary kit that is designed specifically to serve the needs of home health care providers. The typical centrifugation requirement for blood specimens is not feasible in a home health care setting, so Lab-in-a-Box works without such requirements.

What’s in THE BOX?

The Lab-in-a-Box system combines the use of stabilized, anticoagulated blood specimens with a unique transport delivery system, all designed to simplify specimen handling while maintaining preanalytical specimen integrity.

The Lab-in-a-Box kit includes:
1. Cardboard box (needed for return shipment - DO NOT TRASH)
2. Styrofoam box
3. Paperwork in clear pouch: test request form (TRF) with bar code labels
4. Biohazard bag with tubes
5. FedEx® shipping bag (if applicable)
6. Dual TempPack
NOTE: Some lab tests require tubes other than the ones listed above. For example, a red-top tube is required for serum protein electrophoresis (SPE), and a royal blue-top tube is required for trace metals, such as manganese. LabCorp will gladly supply these tubes for you by request. Please contact your account manager or Customer Service at 888-522-4452 for specimen requirements if you have questions regarding a specific test.
Dual TempPack System
Lab-in-a-Box’s dual TempPack system maintains optimal temperature inside the box when conditioned accordingly. Follow conditioning directions indicated on the box.

TempPacks require refrigeration until they are hard and white. (Suggest refrigeration overnight) **DO NOT FREEZE!**

Please carry the refrigerated packs in a cooler or in a Lab-in-a-Box kit until ready for shipping to LabCorp.

**Summer Conditioning**
For HOT Months (75°F or above)

**Winter Conditioning**
For COLD Months (74°F or below)

TempPacks must be soft to the touch for shipping. If the TempPacks are hard to the touch, **soften by placing under warm water** until a soft, liquid consistency is achieved.

Specimen Packing Instructions
- All tubes should be placed inside the biohazard bag.
- All paperwork must be placed in the outside pocket of the biohazard bag, and then place the bag in between conditioned TempPacks.
- It is imperative that **ALL** tubes and requisitions be labeled with the appropriate bar codes.
- The biohazard bag should then be placed inside the Styrofoam box.

**DO NOT** store Lab-in-a-Box kits in extreme hot or cold areas.
Using Lab-in-a-Box®
EASY AS “1, 2, 3”

Step 1. DRAW IT!
• Complete the test request form.
• Draw the patient utilizing the tubes indicated on the test request form.
• Label the tubes with the bar codes provided.

Step 2. PACK IT!
• Place the labeled tubes inside the biohazard bag.
• The test request form and all other paperwork must be placed in the outside pocket of the biohazard bag.
• Place one TempPack at the bottom of the Styrofoam box.
• Place biohazard bag with contents and test request form on top of first TempPack.
• Place the second TempPack on top of the biohazard bag.
• Place lid on Styrofoam box.
• Place the Styrofoam box inside the Lab-in-a-Box cardboard box.
• If seeing multiple patients during the day, refer to Multi-Pack section below.

Multi-Packing: Multiple patient specimens in one box
• Use a Lab-in-a-Box kit to draw your first patient.
• Pack it as normal.
• Draw your second patient using Lab-in-a-Box Multi-Pack.
• Open up the Lab-in-a-Box you used for your first patient and place the second Multi-Pack with the sample in the bottom of the box on top or beside the first one.
• Continue this packing process until you have as many samples in the box as you are going to drop together. Then…drop it!

Step 3. DROP IT!

OPTIMAL
LabCorp Patient Service Centers (PSCs)
Convenient and easy
More than 1700 PSCs nationwide
Rapid turnaround time

IDEAL
LabCorp Drop Boxes
Convenient and easy
Strategically placed
Rapid turnaround time

ACCEPTABLE
Overnight Shipping
Federal Express®
Convenient
Only available for certain tests
When turnaround time is flexible

DELIVERY AND SPECIMEN STABILITY
**Delivery OPTIONS**

**Option 1: LabCorp Patient Service Center (PSC)**  
**OPTIMAL SPECIMEN STABILITY**

With more than 1700 PSCs throughout the United States, LabCorp is pleased to offer you a convenient and easy way to drop off your Lab-in-a-Box kits. This option allows LabCorp to receive specimens the same day and typically report results for Lab-in-a-Box by the next morning.

Follow these steps to ensure successful PSC delivery:
- Locate a PSC: Call 888-522-4452 or visit [www.labcorp.com/wps/portal/findalab](http://www.labcorp.com/wps/portal/findalab).
- Take kit to PSC during regular business hours.
- Hand the kit to a LabCorp employee. (Please do not leave kit outside unattended.)

**Option 2: LabCorp Drop Boxes**  
**IDEAL SPECIMEN STABILITY**

LabCorp is pleased to offer a service for situations in which a PSC is inaccessible for specimen drop-off. Through individual request, LabCorp will work with you to strategically place drop-boxes in locations convenient for you. This option allows LabCorp to receive specimens the same day and typically report results for Lab-in-a-Box by the next morning.

Follow these steps to ensure successful drop box delivery:
- Confirm with your nurse manager that this option is available to you.
- Closely follow the instructional sheet distributed by your nurse manager.
Option 3: Federal Express® (FedEx®)  
ACCEPTABLE SPECIMEN STABILITY FOR CERTAIN TESTS

Lab-in-a-Box has had a long-standing relationship with FedEx. Because this option is only available for certain tests, LabCorp recommends FedEx as an option for the following situations:

- Patients are drawn as late in the day as possible (follow Lab-in-a-Box Collection Directions).
- You are fully aware of the limited test availability (follow Lab-in-a-Box Collection Directions). Due to their time-sensitive nature use of FedEx is not recommended for the following tests: bilirubin, phosphorous, sedimentation rate/ESR, zinc, or potassium.

Keep the following in mind if you meet the above parameters and you decide to ship via FedEx:

- Detach and save the left side of the FedEx Express Billable Stamp for easy tracking.
- **Do not** use FedEx for STAT, Saturday, Sunday or late night draws. Friday shipments are accepted, as they will be delivered on Saturday.
- **Do not** use unstaffed FedEx drop-off or FedEx Express drop boxes.

Additional Information
FedEx information about Lab-in-a-Box can be found on the LabCorp Home Health website at www.hhla.com/customer_care_fedex_drop_sites.html
Nurses  IMPORTANT INFORMATION

LabCorp & Lab-in-a-Box® Customer Service: 888-522-4452

Add on a test: Call 888-522-4452

Find a PSC: Call 888-522-2677 or visit www.labcorp.com/wps/portal/findalab

Test request form information (images below): See separate attachments

Forms are available inside the box.

Test Request Form (TRF)  Test Request Form: Instructional Guide  Lab-in-a-Box Test Menu