



CONWAY MEDICAL CENTER

PROCEDURE

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

TITLE:	LAB-SPC-02.08 Drug Screen Collections -PRO		
ISSUED BY:	Administrative Lab Director	REFERENCE #:	LAB-SPC-02.08-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2006-05-10

SCOPE: Defining the performance of drug screen collections at CMC.

I. TYPES OF DRUG SCREEN TESTING PERFORMED AT CMC

A. OFFICER COLLECTIONS – Officer provides chain of custody form and collection kit

Also—if person officer brings in wants one for his own personal reference.

B. EMERGENCY DEPARTMENT PATIENTS: ED must notify lab patient is coming to lab

1. ED PATIENT: TREATMENT FOR WORKPLACE INJURY: Patient must be receiving treatment in our ED and has all appropriate supplies provided by his employer.

The drug screen collection CAN ONLY be performed if the following are provided by the Employer: chain of custody form, packaging materials, and postage paid shipping bill..

2. DATE RAPE VICTIMS: (LEGAL AND NONLEGAL. SEE BELOW)

a. Officer collections: Officer should have all appropriate collection materials and chain of custody form if he need samples for submission described below.

b. ER physician order:

(1) ER staff place order on a “LAB SEND OUT” form (Form # LAB-458). Send to lab.

(2) Lab should order the following in Care 360 for date rape testing which will be sent to Quest as a NON-LEGAL collection

Quest Test codes (urine): 17161 MDMA with confirmation

8417 Benzodiazepines with confirmation

C. EMPLOYEE HEALTH: Participant must have order form # INF-642 for collection

NOTE: If patient appears without Form 642, the EH nurse or nursing supervisor should be notified.

1. Pre-Employment: Scheduled using Lab-HR shared calendar

2. Random: Scheduled time given in advance

3. Post Accident

4. Suspicion/For Cause

COLLECTION NOTE: Laboratory has a contracted staff person from our reference laboratory that collects drug screens per protocols.

D. NEONATAL LEGAL DRUG SCREEN TESTING – Nursing collection

1. Nursing Responsibilities:

(a) Collection of the meconium sample, per collection protocols.

(b) Ordering test in Department Order Entry

(c) Proper packaging of sample and chain of custody form in the box provided.

(d) Ordering of all supplies associated with the collection of the sample

2. Laboratory Responsibilities:



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- (a) Check the box to insure proper closure.
- (b) Get the courier pouch from the accession's area.
- (c) Take the package to warehouse for pickup.
- (d) Place the lab copy of the waybill and the balance of the chain of custody forms in the labeled tray (USDTL) Accession area.

3. Chain of Custody Distribution:

- (a) COPY #1 LAB COPY – Nursing places inside of the sealed bag to US Drug Lab
- (b) COPY #2 CHART COPY- Nursing should place on Patient Chart.
- (c) COPY #3 COLLECTOR COPY- place in the labeled tray (USDTL) Accession area

4. RESULTS: Received via email to: Lab Director, Designated Technical Staff and Case Management

- (a) Go into Accession Result Entry and enter results manually.
 - (b) Type in either NEGATIVE or POSITIVE in the result field
 - (c) Click on the Comment icon and add results as described below:
 - POSITIVE RESULTS:* Type in just positives. You would type in CAPS the drug group then type in the specific analyte(s). Do that for each positive. Then type in this statement:
All other analytes negative. See hard copy for detailed results. Test performed by USDTL, Des Plaines, IL
 - NEGATIVE RESULTS:* *All analytes negative. See hard copy for detailed results. Test performed by USDTL, Des Plaines, IL. (or appropriate testing site)*
- Note: In house Neonatal Drug screen testing – Medical Purposes Only (no chain of custody)**

II. DRUG SCREEN COLLECTION PROCEDURE

A. GENERIC PROCEDURE: NOTE: Use protocols on the chain of custody form as guide

1. Take drying color tablet (kept on counter in collection area) and color the water in the designated drug screen toilet. Tablet takes about one minute for to dissolve.
2. Engage the toilet flush lock located on the wall beside the bathroom (this prevents the participant from flushing)
3. Give the Patient Instructions for collection:
 - (a) Have the participant remove any outer garments they may have on.
 - (b) The collector should be near the participant at all times.
 - (c) Give the participant the cup after reviewing collection instructions.
 - (d) Tell participant to hand sample directly to you after leaving the bathroom.
 - (e) Instruct patient that sample can NEVER be out of their sight until sealed in transport bag.
 - (f) Participant can wash hands with sample in sight.
4. Have participant sit in collection area for completion of Chain of custody.
5. Follow all collection instructions on the provided chain of custody form.



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6. Procedural Notes: REMINDER THIS IS A SPLIT SAMPLE COLLECTION
 - (a) Be sure that there is enough sample provided by the patient to fill both sample containers.
 - (b) Make sure that sample volume covers the temp strip... record temp
 - (c) If the sample is QNS (not enough for both vials to minimum submission line):
 - 1) Record temp of first sample
 - 2) Have patient to collect second sample – record that temp
 - 3) Both samples CAN then can be combined if both temps are OK

OR

Resubmit entire sample.

 - (d) Pour sample into the two provided vials.
 - (f) Seal both samples with tamper proof seal (that has been initialed by participant)
 - (e) Check chain of custody form closely for the following key elements:
 - (1) Correct identification of participant
 - (2) Temperature recording box
 - (3) Signatures and initials for form and container seals
 - (4) Both sample lids are secure and tamper seal on container
 - (5) Correct form copy is secured with sample in seal proof bag.
7. **SHOW THE SEALED BAG TO THE PARTICIPANT**
8. Give DONOR COPY of the chain of custody form to the participant.
10. Order **COLLECTION ONLY (LEGAL)** in computer type in disposition in comments section.
11. Engage the toilet flush system by returning the BAR.
12. Follow mailing instructions or sample placement per specific protocols.
13. Follow Chain of Custody Distribution per protocols below.

B. OFFICER REQUEST LAB TO COLLECT SAMPLE (to release to him)

1. Register in Lab – Do Not Send to Registration.
2. Secure Chain of Custody Form from Officer. Never perform collection without form.
3. Register as Client Bill
4. Go to Conversation Launcher from your APP Bar (cloud with bars)
5. Choose Client Billing. Click OK (right hand corner)
6. Type in the patient name in the fields (Last Name, First Name) Press SEARCH
7. All potential created accounts will appear... DO NOT CHOOSE ANY ACCOUNT LISTED
 - (a) Choose ADD ENCOUNTER if the person is already in the system
 - (b) Choose ADD PERSON if the person is NOT in the system
8. Organization screen will appear
 - (a) Client Name Law Enforcement No other selection
 - (b) Facility Name Conway Medical Center
 - (c) Press Okay
 - (d) Patient Information Tab Mandatory fields highlighted complete appropriately
 - (e) Choose Encounter Information Tab should populate...Mandatory fields highlighted



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- (f) Building: CMC
- (g) Nurse/Ambulatory: LABOUT
- (h) Patient Type: Outpatient
- (i) Medical Service: Laboratory
- (j) Attending Physician: Wilson D Mark (Pathologist)
- (k) Primary Care Physician: Patient unsure of PCP name
- (l) Reason for no PCP: Skip
- (m) Referring Physician: Skip
- (n) Reason for no referring Physician: Self-Referral
- (o) Registration Date: T for today
- (p) Registration Time: N for now
- (q) FIN number will be assigned. Write that down
- (r) Go to Department Order Entry and order test Legal Collection (make sure times in the computer)
- (s) Perform collection; complete form
- (t) In comments enter what sample collected and the Officer's name you gave sample to
- (u) Leave lab copy in Admin. Lab Director's box of their designee.
- (v) Donor refuse sample: Create record anyway and document patient's refusal

Note: Include any information in the LIS that could be pertinent. Remember these may be court cases.

Example: Two gray tops given to Officer John Doe.

v. **RESULTS:** CMC will not receive any results from this collection

C. ED PROCEDURE: INJURY TREATMENT WITH PROPER COLLECTION SUPPLIES PROVIDED

1. ED to phone lab to alert that patient is coming for collection
2. Lab to collect sample per protocols on chain of custody provided by patient
Using Generic collection as guide and following form guide. Top copy in sealed bag.
3. Collected and sealed sample and all other paperwork should be left in Accessions Area for proper follow up.
3. Follow proper **chain of custody distribution. Designated Staff Only**
 - (a). Collector Copy: Place Account number at top and place in Med Records Box (make a copy for Lab file)
 - (d). Employer Copy: Mail to employer per Chain of Custody Form, or give to authorized Employer representative if with patient
 - (c) MRO copy: send per instructions on COC form.
 - (c). Donor Copy: Give to the patient.
4. **RESULTS:** No results will come to CMC for these samples.

D. EMPLOYEE HEALTH PROCEDURE: Pre and scheduled random collections will be



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performed by Quest TSA whenever possible.

REFER TO LAB-SPCLO-08.01 for detailed collection procedure.

E. PARTICIPANT BROUGHT IN BY OFFICER WHO WANTS TO HAVE COLLECTION FOR HIS BENEFIT.

1. The participant MUST pay cash for testing. Refer them to registration for payment.
 - (a) Legal Alcohol –ALCLEG-443 (blood)
 - (b) Drug screen – SAP URINE DRUG SCREEN- 6633 (urine)
2. Collect using the appropriate chain of custody form per generic collection instructions above. *NOTE: if requesting both alcohol and drug screen must collect two samples and use TWO chain of custody forms.*

RECORDS: Chain of custody form copy in Medical record when criteria met.

REFERENCE STANDARDS: NA

REVISION/REVIEW HISTORY:

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
05/11/2011lds	All	None
12/28/2011lds	Format	Put into MCN format
05/15/13 lds		Newest format. Shortened some steps by removing redundancy. No content changes.
03/27/14 lds	III NOTE	Noted collection binder as secondary place for procedure
08/13/14 lds	All	Revision of criteria for collection - Approval by hospital (AWilliford)
09/16/14 lds	All	Combined LAB-SPCLO-11.01.01 Revised protocol for split sample
02/02/15 lds	II (A)	Changed from dye to tablet
03/19/15 lds	I © and II (D)	Added that Quest processor to collect EH UDS
03/02/16 lds	E	Added scenario if participant wants independent collection deleted EH protocol with reference to EH procedure
02/22/18dlt	Section II-B Section II-f	Revised Registration Protocol Redundancy in procedure moved to I-D