

Field Operations

How to Collect Hair Specimens

HAIR SPECIMEN COLLECTION

This specimen collection manual has been reviewed and meets the requirements of the College of American Pathologists.

COLLECTION OVERVIEW

1. Have the patient verify their name and date of birth
2. Complete the laboratory requisition form and have the patient sign and date it
3. Obtain a copy of the insurance card or the face sheet
4. Explain the process to the patient
5. Clean scissors
6. Take hair sample

SUPPLIES

Items needed:

- Gloves*
- Requisition Form
- Sample Foil
- Foil Seal
- Envelope for Foil
- Scissors
- Alcohol Wipe
- Bio-Hazard Bag
- Shipping Bag
- Shipping Box
- Shipping Label

*Gloves are provided only for the collection personnel working for Cordant Health Solutions.

COLLECTING THE SPECIMEN

1. Clean scissors thoroughly with an alcohol wipe in the patient's sight
2. Visually inspect the back of the head just below the crown to ensure enough hair is present to provide a sample
3. Gather a lock of hair, approximating the diameter of a pencil on the scalp

4. Place the scissors as close to the scalp as possible
5. Cut at least 3 locks of hair. The length of hair needed for testing is 1 ½ inches, closest to the scalp
6. Place hair in the foil provided with the root end extending beyond the edge of the foil and press the foil leaves together
7. Place foil in envelope

COMPLETING THE REQUISITION FORM

1. Obtain the following:
 - Name
 - Address
 - Date of Birth
 - Collection Date
 - Insurance Information
 - Diagnosis Codes
 - Physician Name
 - Requested Panel(s)
 - Medications
2. Have the patient sign and date the requisition form and initial and date the security strip. This documents that the patient is aware that they have submitted a specimen for testing
 - ❖ See the *Requisition Form* manual to learn how to complete a form in its entirety

PACKAGING AND SHIPPING

1. Secure the specimen by placing the initialed and dated security strip from the requisition form on the specimen
 - ❖ The barcode must be placed on the specimen to ensure specimen security and for scanning at the laboratory
2. Place specimen envelope in the bio-hazard bag
3. Fold the requisition form and the face sheet in the front pouch of the bio-hazard bag
4. Fold the paperwork with the writing on the inside so the patient information cannot be read through the bag. The paperwork includes:
 - ❖ Requisition Form
 - ❖ Face Sheet (if applicable)
 - ❖ Copy of insurance card, front and back (if available)
 - ❖ If your office is working with an EMR system, the patient information, including insurance information, should be attainable online
5. Peel the adhesive from across the top and seal the bio-hazard bag shut

6. Place the shipping bag in the FedEx box ***and*** attach the label directly to the outside of the box
 - ❖ ***Properly packaged specimens are more likely to reach the lab intact***