Cordant
Health Solutions™

Field Operations

How to Collect Oral Fluid Specimens

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ORAL FLUID 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. Ensure the donor/patient has not had anything in his or her mouth for **10 minutes prior** to collection
3. Explain the process to the patient
4. Check the expiration date on the collection device
5. Observe the entire collection process

SUPPLIES

Items needed:

- Gloves*
- Requisition Form
- Oral Fluid Swab
- Bio-Hazard Bag
- Shipping Bag
- Shipping Label

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

COLLECTING THE SPECIMEN

1. Always inspect the expiration date of the device and open the package
2. By grasping the handle, position the cotton pad under the donor/patient's tongue
3. The donor/patient must not speak or bite the device during the collection
4. The collector must remain in the room with the patient until the collection is complete
5. The collection device must stay under the tongue until the Volume Adequacy Indicator turns **BLUE**
6. The Volume Adequacy Indicator should turn blue in 2-5 minutes
    - **What happens if the indicator does not turn blue after 10 minutes?**
        - Discard the device

- ❖ Instruct the donor to drink water
- ❖ Then wait 10 minutes
- ❖ Recollect with a new device

SECURING THE SPECIMEN

Secure the specimen by taking the following steps:

1. Firmly hold the transport tube upright
2. Remove the red cap by pushing upward with the thumb
3. Be sure that the liquid does not spill
4. Grasp the handle of the collection device and remove it from the patient’s mouth
5. Place the device pad first into the transport tube
6. Replace the red cap and push down until it SNAPS into place

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 over the top of the specimen
    - ❖ The barcode must be placed on the specimen to ensure proper scanning at the laboratory
2. Place the specimen container in the bio-hazard bag
3. Fold the requisition form and the copy of the face sheet and place them in the front pouch of the bio-hazard bag

4. Be sure to 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 label directly to the outside of the box