

Sample Drop Off Process

Urine

Reasons and How To Know Which:

- 1) submitting as a part of wellness diagnostic testing
 - Wellness Examination occurred within the last 2 weeks and there are no urine results in lab order section
 - a call back is present that says be sure urine has been received
 - a charge titled PREPAID urine testing was entered within the last 2 weeks
- 2) rechecking urine after treatment or as a prescribed part of plan
 - A reminder or callback that says something along the lines of “Urine testing to recheck” should be entered by a doc/assistant
 - If no reminder or callback go to the last plan (usually in the exam under “update post lab results” - see if it says “recheck urine at x time period”
 - The prescribed medication label says “recheck urine at x time period”

Stool

Reasons and How To Know Which:

- 1) submitting as a part of wellness diagnostic testing
 - Wellness Examination occurred within the last 2 weeks and there are no fecal results in lab order section (under test results it says pending or nothing is there)
 - a call back is present that says be sure sample has been received
 - a charge titled PREPAID fecal testing was entered within the last 2 weeks
- 2) Due for Fecal Ova & Parasite screening but exam etc not due.
- 3) Rechecking for parasites after treatment or as a prescribed part of plan
 - A reminder or callback that says something along the lines of “Fecal testing to recheck” should be entered by a doc/assistant
 - If no reminder or callback go to the last plan (usually in the exam under “update post lab results” - see if it says “recheck fecal at x time period”
 - The prescribed medication label says “recheck fecal at x time period”

NO PAYMENT IS NEEDED

- 1) If client has paid for a PREPAID fecal test or PREPAID urine test within the last 14 days. Anytime after 14 days they have to pay again.
- 2) If a diagnostic package was charged within the last 14 days and under those test results it says "please submit a sample" for feces or urine.
- 3) Every other time they must pay.

WHAT TO CHARGE WHEN PAYMENT IS NEEDED

- Fecal testing for a reminder that says "Fecal Ova & Parasites Screening" - **T805**
- Urine testing for a recheck urine recommended by the doctor or a diagnostic screening that was submitted greater than 14 days but less than 30 days from wellness examination - **T925**
- All other situations, charge should be determined by the nurse who was present for the last examination 1st by them reading the doctor plan and if that can not be determined by that then the doctor recommends charge.
- Do not accept samples without payment! Clients will have to wait for a charge to be entered. Nurses are to be willing to step away from appointments for long enough to enter this charge as the client is in the parking lot.

RULES OF THUMB

- Stool samples must be less than 24 hours old and not sitting in grass for more than 2 hours.
- Urine samples must be less than 3 hours old and should have been refrigerated.

MANDATORY

- Anything other than fecal parasite screenings and urine or fecal submission to complete wellness diagnostic testing must be given to a nurse and charging approved before sending the client home.
- All sample drop offs must be entered as **COMM LOGS** - type = sample drop off -data to include: WHAT dropped off, WHEN it was collected, HOW it was stored, WHY it's being tested
- All urine must have on the lab submission paperwork how it was collected