

Lab-in-a-Box® USER'S GUIDE



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Lab Solutions Designed for the HOME HEALTH CARE PROVIDER

Lab-in-a-Box is a proprietary kit for laboratory testing to help evaluate the condition of the home health care patient. Lab-in-a-Box allows providers to draw blood using plasma tubes and send it directly to the lab without centrifuging (spinning). With multiple delivery options, this service is designed to meet the unique needs of home health care providers.

The Lab-in-a-Box kit is easy to use. After a successful patient encounter, the kit can be delivered through the following options to obtain results.

DELIVERY AND SPECIMEN STABILITY

OPTIMAL IDEAL ACCEPTABLE LabCorp Patient Overnight Shipping LabCorp Drop Boxes Service Centers (PSCs) Federal Express* Convenient and easy Convenient and easy Convenient More than 1700 PSCs nationwide Strategically placed Only available for certain tests Rapid turnaround time Rapid turnaround time When turnaround time is flexible

Results

LabCorp has the flexibility to mix and match connectivity solutions to provide efficient and effective communication between LabCorp and the home health care provider. Results are available through the following communication channels:

- LabCorp Beacon® online results
- Fax



Getting STARTED

Thank you for your interest in Lab-in-a-Box and LabCorp's home health care services. Please follow the simple steps below to get started.

1. Account Setup

- Deliver completed account setup form:
 - Via E-mail to homehealthcare@labcorp.com.
 - By calling 888-522-4452 and connecting with our sales team.
- LabCorp will provide you with your account number and welcome information.

2. Order Supplies

- Review the various Lab-in-a-Box options that best suit your patients' needs.
- Complete the LabCorp supply order form, and place your order in one of the following ways:
 - Phone: 860-657-8271
 - E-mail: hhcsupplies@labcorp.com

3. Obtain Results

- There are 2 ways to obtain results for your home health care patients: online through LabCorp Beacon or by fax. To set up these options, please follow the instructions below.
 - LabCorp Beacon: Please contact your account manager after your account has been established. Your account manager will facilitate the request.
 - Fax: Please complete the LabCorp facsimile verification form, which you can obtain from your account manager or from our website. After completing the form, please fax to the number listed on the form.

4. Verify Insurance Coverage:

 To view a list of insurance providers filed by LabCorp (by state), visit www.LabCorp.com, click on "I am a Health Care Provider," select the Resources tab, then Insurance Lists.

What's in THE BOX?

Lab-in-a-Box® is a proprietary kit 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.

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



Kit CONTENTS



Tubes



Green-top

Used for chemistry tests (ie, lipid profiles, liver function, magnesium, phosphorus) and therapeutic drug levels

NOTE: Generally only 1 green top-tube is required; we supply 2 in case you are drawing a peak and trough drug level.



Gray-top
Used for glucose testing ONLY



Light Blue-top

Used for Prothrombin Time (PT and PT/INR)



Purple-top

Used for complete blood counts (CBC With Differential, CBC Without Differential)

Tube Combinations



Green-top and Gray-top

These **2 tubes** are required for most chemistry panels:

- Complete Metabolic Panel (CMP)
- Basic Metabolic Panel (BMP)
- TPN panels

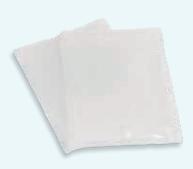
NOTE: Some lab tests require tubes other than the ones listed above. For example, a red-top tube is required for serum protein electrophoresis (SPE), and a royal blue -top tube is required for trace metals, such as manganese. LabCorp will gladly supply these tubes for you by request. Please contact your account manager or Customer Service at **888-522-4452** for specimen requirements if you have questions regarding a specific test.

Kit CONTENTS

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.

Instructions for TempPack Conditioning



Summer ConditioningFor **HOT** Months
(75° F or above)

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.



Winter ConditioningFor **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!



Delivery Options

Option #1: LabCorp Patient Service Center (PSC)

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. To find a PSC location with hours that are convenient for you, visit www.labcorp.com/wps/portal/findalab.

After locating a PSC, drop off the specimen during **regular business hours** by handing the box to a LabCorp employee. (Please **do not** leave kit outside unattended.) When specimens are delivered to a PSC during regular business hours, LabCorp will receive the specimens the same day and typically report results for Lab-in-a-Box by the next morning.

Option #2: LabCorp Drop Boxes

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 your teams. This option allows LabCorp to receive specimens the same day and typically report results for Lab-in-a-Box by the next morning.

NOTE: This offering requires additional logistical planning. To learn more about our Drop Box option, please e-mail **homehealthcare@labcorp.com**.

Option #3: Federal Express® (FedEx®)

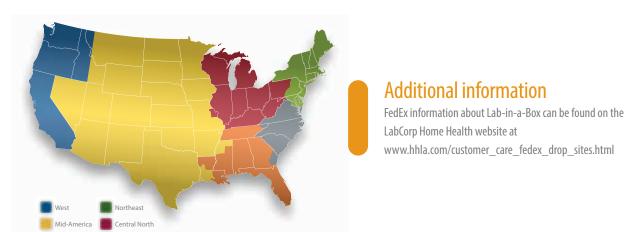
Lab-in-a-Box has a long-standing relationship with FedEx. Because this option is only available for certain tests, LabCorp recommends FedEx as an option for the following situations:

- Patient is located in rural area, not conveniently located near a LabCorp PSC.
- Drop-box option has been discussed and deemed not optimal.
- Specimens are collected during recommended time frames (follow Lab-in-a-Box Collection Directions).
- You are ordering the limited tests available for this delivery option (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.

To ensure the fastest result turnaround when using FedEx, use the chart below, and select the appropriate Lab-in-a-Box FedEx option for your region on the supply order form. Matching your collection region with the corresponding FedEx shipping package ensures timely delivery to the closest testing laboratory.



RESULTS

There are 2 ways to obtain results for your home health care patients: through LabCorp Beacon or by fax.

To set up these options, please follow the instructions below.

- **LabCorp Beacon:** Please contact your account manager after your account has been established. Your account manager will facilitate the request.
- Fax: Please complete the LabCorp facsimile verification form, which you can obtain from your account manager or from our website. After completing the form, please fax to the number listed on the form.

We are also pleased to offer you training for LabCorp Beacon. Following setup, you will be notified of specific time frames available to meet with our training team.

For more information about LabCorp Beacon, please request the LabCorp Beacon Quick Start Guide by contacting beaconservicesupport@labcorp.com.

Frequently Used CONTACTS

To become familiar with Lab-in-a-Box, it is important to have a simple list of contact information to point you in the right direction.

Customer Service & Drop-Off Locations

LabCorp & Lab-in-a-Box Customer Service: 888-522-4452 Find a Lab drop-off location, 888-522-2677 Find a Lab drop-off location: www.labcorp.com/wps/portal/findalab Drop-box setup: homehealthcare@labcorp.com

Billing

Patient Billing: 205-581-3500 Client Billing: 800-343-4407

Supplies

Call for supplies: 860-657-8271

E-mail for supplies: hhcsupplies@labcorp.com

Other

E-mail for new account inquiries: homehealthcare@labcorp.com LabCorp Beacon support: 877-442-3226 or beaconservicesupport@labcorp.com CPT coding: 800-222-7566, option 7, option 4

Frequently Asked QUESTIONS

What is the Lab-in-a-Box biohazard bag with tubes?

The Lab-in-a-Box biohazard bag with tubes is specially designed for field specimen collection (contains 2 green-top, 1 gray-top, 1 light blue-top, and 1 purple-top tubes, LIAPouch, Vacutainer® holder, luer adapter, safety vacutainer needle, test request form, wicking pad, TempPack, single-use holder, labels, and biohazard bag). Additional items are included in the Lab-in-a-Box kit for the FedEx shipping option.

How do I use the Lab-in-a-Box kit?

Complete the test request form and collect the specimen using the tubes within the kit. Then, drop if off at a LabCorp PSC, use your individually arranged drop-box, or use FedEx. Please use the best option for you and your patient.

When should I choose the "drop-off" options versus the FedEx shipping option?

The option to drop off your collected Lab-in-a-Box at a local LabCorp PSC or through your individually arranged drop-box option narrows the window between specimen collection time and specimen processing in the lab. With these options, LabCorp receives the specimen sooner, allowing us to report results for Lab-in-a-Box tests early the next day (typically earlier than the overnight shipping option). This is the best sample delivery option when result turnaround time is critical, and this delivery option maintains optimal preanalytical handling.

The FedEx option, with specific parameters, offers convenience and coverage with the FedEx courier system. Results for routine tests are typically delivered in 48 hours after receipt of the specimen(s) in the lab, but it is important to note that FedEx is not an optimal delivery method because the sample takes longer to arrive at a LabCorp testing facility, and there is a risk of exposing the specimen to the elements or to other factors beyond LabCorp's control. When turnaround time is flexible or less critical, FedEx may be a viable option.

How will I receive the test results?

LabCorp will send the results via your established result delivery method, either online or faxed. You can register to use LabCorp Beacon to view results or submit the LabCorp facsimile verification form to receive results via fax. For additional information, e-mail homehealthcare@labcorp.com.

How do I find a PSC to drop-off the specimen?

Visit www.labcorp.com/wps/portal/findalab or call 888-522-2677 to find a PSC in your area.

How do I set up individual drop-boxes for my specimen delivery?

Communicate with your account manager directly or e-mail homehealthcare@labcorp.com.

How do I order the FedEx option?

You will need to order the specific regional FedEx option based on your state as listed on the supply order form. For example, if you are in NY, you will order the Northeast FedEx option.

How do I order supplies?

Call 877-259-1376, or e-mail hhcsupplies@labcorp.com.

How do I set up an account?

E-mail homehealthcare@labcorp.com.

How do I get results online?

Call 877-442-3226 or e-mail beaconservicesupport@labcorp.com.

How can I add on a test?

Call 888-522-4452.

How can I get a LabCorp courier pick up at my office?

Call 888-522-4452.

How do I contact Customer Service for questions related to Lab-in-a-Box?

Call 888-522-4452.

Where can I find information about LabCorp-contracted insurance plans?

Go to www.LabCorp.com. Click on "I am a Health Care Provider," select the Resources tab, then Insurance Lists.

Will I get trended results?

Yes, with LabCorp Beacon. It offers enhanced analytics, including graphical trending of patient test results.

Is there an order of draw that optimizes specimen collection?

Yes. Since tubes contain specific additives, the order of draw is critical to prevent potential carryover.

Please observe the following collection order.

- 1. Light blue-top tube contains citrate
- 2. Green-top tube contains heparin
- 3. Purple-top tube contains EDTA
- 4. Gray-top tube contains sodium fluoride and potassium oxalate

If I have multiple LabCorp account numbers (ie, one for Lab-in-a-Box, one for other testing), who should I call with questions?

Call 888-522-4452.

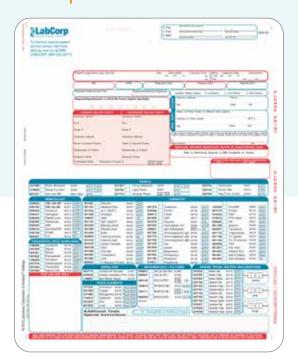
FORMS

Forms are available through our website at **www.hhla.com**

Account Setup Form



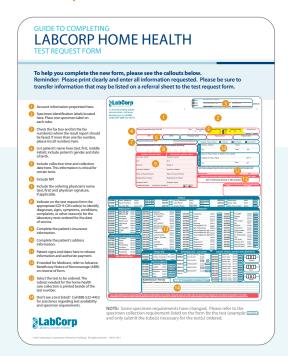
Test Request Form



Supply Order Form



Test Request Form: Instructional Guide



Results/Fax Verification Form



Lab-in-a-Box® Test Menu

Pane	ı
Basic	IV
Test In	IC

raileis	
Basic Metabolic Test Includes: BUN; BUN:creatinine ratio; calcium; carbon dioxide, total; chloride; creatinine; eGFR calculation; glucose; potassium; sodium	331599
Renal Function Test Includes: Albumin; BUN; BUN:creatinine ratio; calcium; carbon dioxide, total; chloride; creatinine; glucose; phosphorus; potassium; sodium	376839
Iron and TIBC Test Includes: Percent of saturation; serum iron; total iron binding capacity; unsaturated iron binding capacity	001321
Comprehensive Metabolic Test Includes: Alanine aminotransferase (ALT/SGPT); albumin: globulin (A:G) ratio; albumin; alkaline phosphatase; aspartate aminotransferase (AST/SGOT); bilirubin; BUN; BUN: creatinine ratio; calcium; carbon dioxide, total; chloride; creatinine; eGFR calculation; globulin, total; glucose; potassium; protein, total; sodium.	331327
Lipid Panel Test Includes: Cholesterol, total; high-density lipoprotein (HDL) cholesterol; low-density lipoprotein (LDL) cholesterol (calculation); triglycerides; very low-density lipoprotein (VLDL) cholesterol (calculation)	303756
Anemia Panel Test Includes: Iron & TIBC; ferritin; transferrin	231712
Electrolyte Panel Test Includes: Carbon dioxide; chloride; potassium; sodium	303754
Acute Hepatitis Test Includes: Hepatitis A antibody, IgM; hepatitis B core antibody, IgM; hepatitis B surface antigen; hepatitis C virus antibody	322744
Hepatitis Function (Liver) Test Includes: Alanine aminotransferase (ALT/SGPT); albumin, serum; alkaline phosphatase, serum; aspartate aminotransferase (AST/SGOT); bilirubin, direct; bilirubin, total; protein, total, serum	322755
Hematology	
CBC With Differential	005009
CBC Without Differential	028142
Hematocrit	005058
Hemoglobin	005041
Platelet count	005249
Reticulocyte	005280
WBC	005025
Sedimentation Rate/ESR	005215
PT/INR	005199
PTT	005207
Therapeutic Drug Monitoring	
Cyclosporin	706556
Digoxin	007385
Phenytoin	007401
Phenobarbital	007823
Tacrolimus	700248
Carbamazepine	007419
Theophylline	007336
Valproic Acid	007260
Microbiology / Cultures	
Urine Culture, Routine	008847
Stool Culture†	008144
Sputum Culture†	180810
Wound Anaerobic Culture†	183111
Blood Culture†	008300
Random, Trough, and Peak Drug Monitoring	007204
Random, Trough, and Peak Drug Monitoring Amikacin, Peak	
	007205
Amikacin, Peak	+
Amikacin, Peak Amikacin, Trough	007203
Amikacin, Peak Amikacin, Trough Amikacin, Random	007205 007203 007162 007163
Amikacin, Peak Amikacin, Trough Amikacin, Random Gentamicin, Peak	007203 007162
Amikacin, Peak Amikacin, Trough Amikacin, Random Gentamicin, Peak Gentamicin, Trough	007203 007162 007163
Amikacin, Peak Amikacin, Trough Amikacin, Random Gentamicin, Peak Gentamicin, Trough Gentamicin, Random	007203 007162 007163 007161

Vancomycin, Peak	070327
Vancomycin, Trough	070328
Vancomycin, Random	070326
Trace Elements	
Chromium	071522
Copper	001586
Manganese	071589
Selenium	716910
Zinc Lead	001800
	007625
Chemistry	
Albumin	001081
Alkaline Phos	001107
ALT (SGPT)	001545
Amylase ANA	001396
	164947
AST (SGOT) Bilirubin, Direct	001123
Bilirubin, Total	001099
BUN	001040
Calcium, Ionized	004804
Calcium, Total	001016
Carbon Dioxide	001578
Carcinoembryonic Antigen (CEA)	002139
Chloride	001206
Cholesterol	001065
Creatine Kinase (CK)	001362
C-Reactive Protein	006627
Creatinine	001370
Ferritin	004598
Folate (Folic Acid)	002014
γ-Glutamyl Transferase (GGT)	001958
Glucose	001818
Hemoglobin A _{1c}	001453
IgG Subclasses	209601
Immunoglobulin IgA	001784
Immunoglobulin IgG	001776
Immunoglobulin IgM	001792
Iron	001339
Lipase	001404
Magnesium	001537
Phosphorus	001024
Potassium	001180
Prealbumin	016931
Pro-BNP	143000
Protein Protein (DCA) Corum	001073
Prostate-specific Antigen (PSA), Serum	010322
PTH, Whole Molecule Rheumatoid Arthritis (RA) Factor	015610 006502
Sodium	001198
Transferrin	001198
Triglycerides	001172
T ₃ Uptake	001156
T ₄ (Thyroxine)	001149
Thyroid-stimulating Hormone (TSH)	004259
Uric Acid	001057
Vitamin B ₁₂	001503
Vitamin D, 1,25-Dihydroxy	081091
Vitamin D, 25-Hydroxy	081950
Urinalysis	
y	002772
Urinalysis Complete With Microscopic Evamination	
Urinalysis, Complete With Microscopic Examination Urinalysis, Routine With Microscopic Examination on Positives	003772

† ID/Susceptibility at additional charge

