

Urine/Oral Fluid Specimen Quality Control Checklist

Note: If the below steps are not completed properly, the patient's report will be delayed.

- Physician name/Facility/Address** must be listed on the Requisition form.
Note: All information must match what is currently on file at AIT Laboratories/HealthTrackRx.
- Patient's Name and DOB in 3 places** – 1) Requisition, 2) demographics, and 3) info affixed to the specimen container must match exactly.
- Gender** – this information is required to be filled out.
- Insurance information** included or Client Bill (select one). If you are unsure, please ask or verify prior to sending in the form.
- Diagnosis Codes** - this information is required to be filled out.
- Ordering Tests – 2 choices – only choose one**
1) If "Use Preferred Test Order" is selected, physician must already have a preferred order on file with AIT Laboratories/HealthTrackRx and a physician's signature is not required.
-OR-
2) If instead the physician **orders directly from requisition and selects specific tests** to be run, the physician must sign the requisition. If no signature is received, the report will be delayed until we receive a signed requisition form.
- Date of Collection** - must be with-in two weeks of arrival at AIT Laboratories/HealthTrackRx for testing.
- All specimen containers must include a minimum of two (2) patient specific identifiers**. Please ensure that the patient identifiers are affixed to the container and not to the lid.
- Prescribed Medications - (if applicable)** must be identified on the requisition (or a separate piece of paper can be affixed/stapled to the requisition form).
- Ensure that the lid is secure**. Place the container in the specimen bag – with the requisition form and insurance information in the exterior pocket of the specimen bag, then place in the UPS Box and affix the printed UPS label addressed to: AIT Laboratories/HealthTrackRx, 1000 Johnson Street, Denton, TX 76205.
- For courier pick-up Please call: 940-435-0242 (unless an already routine pick-up is scheduled)**. Please also allow enough time for the couriers to add your stop to our schedule during regular business hours.

P: (940) 435-0242

F: (940) 295-1483

www.healthtrackrx.com

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