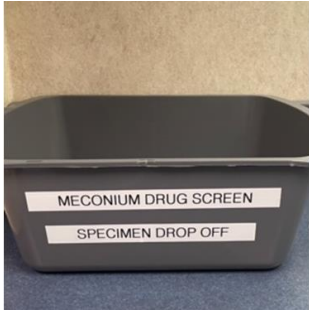

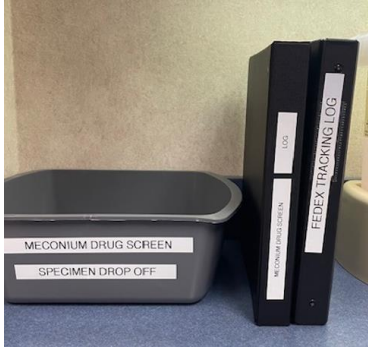


SENDING MECONIUM DRUG SCREENS TO MEDTOX

Purpose: Doctors may want testing on OB and NICU patients sent out to Medtox

Procedure: Sending Meconium Drug Screens to Medtox

Step	Action
1.	NICU or OB will collect the specimen, complete the requisition and place in a Medtox kit and will send to lab.
2.	Receive the specimen in Order Entry. The order will be placed as “ZG065”
3.	The Lab employee that receives the specimen will walk the Medtox Kit over to Drawing Room 1.
4.	Place Meconium Drug Screen kit in the designated drop off box labeled “ Meconium Drug Screen Specimen Drop Off” 
3.	Log the specimen into the “Meconium Drug Screen Log Binder” located next to the drop off box. 
5.	The Laboratory Assistant working in the drawing room will package and ship to Medtox.
6.	The Lab Assistant in drawing room packaging and shipping specimen. See steps 7-13.
7.	Place Medtox box in a FedEx bag.
8.	FedEx bag is located in drawing room 1 in the first cabinet labeled FedEx bags/ Medtox Shipping labels.
9.	3-4 Medtox boxes can be placed in the same FedEx bag.

10.	Seal FedEx bag
11.	Place a Medtox shipping label on the designated label area on front of FedEx bag.
12.	Peel the original tracking number off the shipping label and log it in the “FedEx Tracking Log Binder” located next to the Specimen drop off box and the Meconium Drug Screen Log. 
13.	FedEx bag must be taken to FedEx drop off (Pathology) by 1500.