MCI DIAGNOSTIC CENTER

"Redefining laboratory science one life at a time."

Urine Drug Screen Protocol & Guide

SENDING YOUR URINE SPECIMENS TO THE LABORATORY

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Preparing specimens for the laboratory

Specimen labeling and shipping

We ask that you refer to the training materials provided when preparing specimens for laboratory testing.

You can send specimens collected using an appropriate urine container.

Please ensure the specimen is collected, labeled, and packaged correctly before releasing it to the shipper. Improper labeling and packaging may result in your specimens being rejected by the shipping carrier or excluded from testing at the laboratory.

Preparation

URINE SPECIMENS

- Provide patient with an clean and unused collection container.
- Instruct patient on proper urine specimen collection procedures.
- Instruct patient to fill cup to at least ½ full and put lid on cup after collection.

Instruct patient on proper collection process.

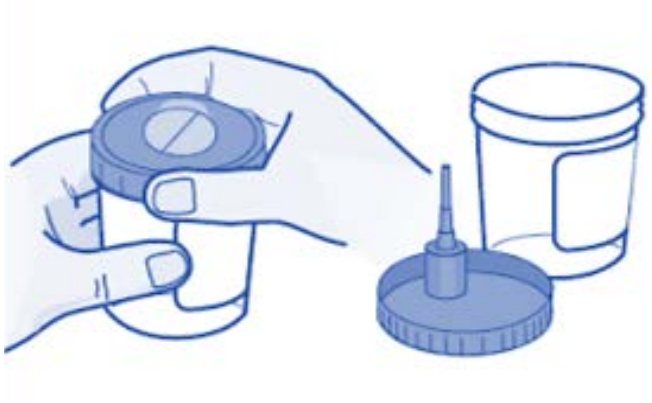
Fill collection container up at least ½ full or 30mL.

Instruction - Patient Urine Collection

URINE SPECIMENS

Heath care professional hands the urine collection cup to patient:

- Instruct patient to be careful not to touch inside of cup after removing the lid. Caution to not touch the needle.
- Place lid on the counter with "transfer device" facing upwards.
- Instruct patient to fill cup to at least ½ full and put lid on cup after collection, touching **ONLY** the outside surfaces of the cap and cup.



Place lid on counter with "transfer device" facing upwards. Do not touch inside of the lid or transfer device. Do not remove the yellow label on top of the lid.

Ensure sufficient volume of specimen

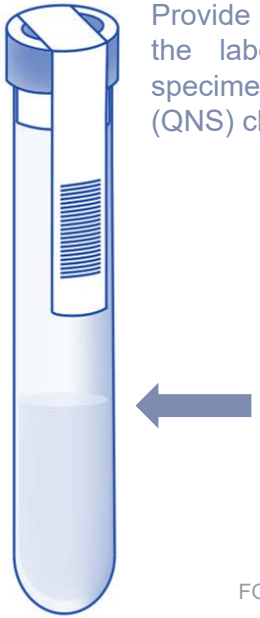
URINE SPECIMENS

- Peel off the protected label off the Vac Lid. Transfer the urine from the collection container to the tube while the patient is watching. Caution to not touch the needle.
- Urine specimen must be transferred from the cup to the tube within 20 minutes of collection.

Provide at least half full or 5mL of urine. Otherwise, the laboratory may be unable to process the specimen—resulting in a quantity not sufficient (QNS) charge.

Instruct patient on proper collection process and sufficient volume requirements.

Urine collection devices vary. Refer to the instructions provided with your urine collector.



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Ensure containers are tightly sealed

Secure collection containers

With the patient watching, tightly seal the container lid/cap.

URINE COLLECTION TUBES:

Double check to make sure the cap is tighten. Press down on the cap.

Urine collection tube

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Prepare test request forms

MCI Laboratory Information System (LIS) Portal

Test requisition forms will be provided when ordering tests through the laboratory information system (LIS) web portal.

The sample cannot be processed without the information supplied on the test request form. If the test request form does not accompany the specimen, testing will be delayed.

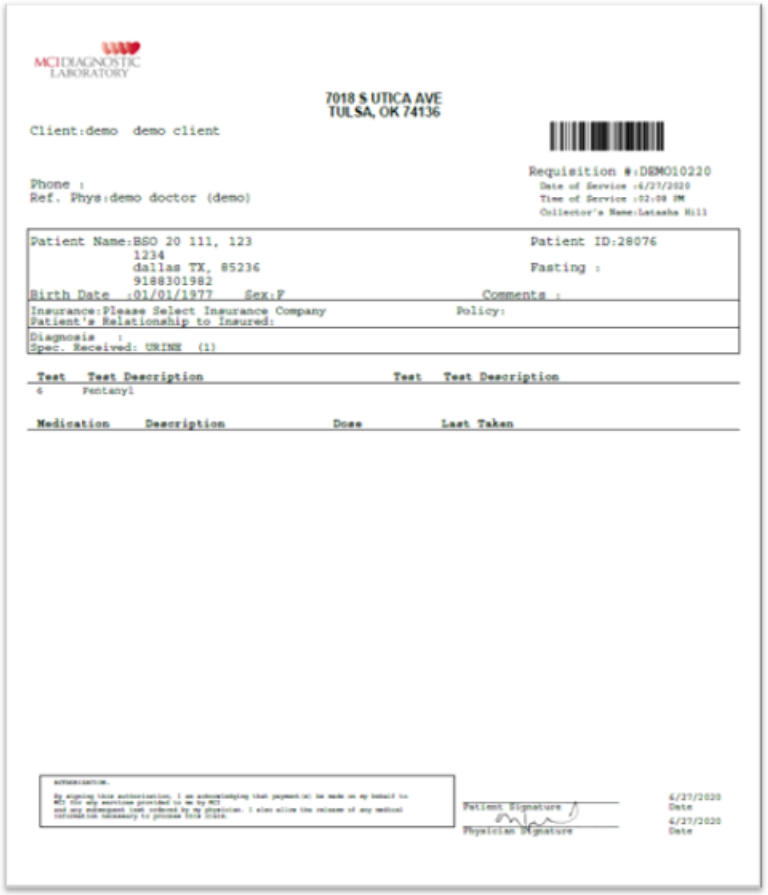
MCI LIS Test requisition form

Requisition forms for use with the Web Portal

Secure, easy-to-use, comprehensive drug test management solution. Order lab tests and print chain of custody (COC) forms from your printer—no special hardware required.

Only authorized and individuals granted with permission have the access to the portal.

Please contact our Customer Service Department for more information at: 800.364.7287.



MCI DIAGNOSTIC LABORATORY

7018 S UTICA AVE
TULSA, OK 74136

Client:demo demo client

Requisition #:DEMO10220
Date of Service :6/27/2020
Time of Service :02:08 PM
Collector's Name:Latasha Hill

Phone :
Ref. Phys:demo doctor (demo)

Patient Name:BSO 20 111, 123
1234
dallas TX, 85236
9188301982
Patient ID:28076
Fasting :
Birth Date :01/01/1977 Sex:F
Comments :

Insurance:Please Select Insurance Company
Policy:
Patient's Relationship to Insured:

Diagnosis :
Spec. Received: URINE (1)

Test	Test Description	Test	Test Description
6	Fentanyl		

Medication	Description	Dose	Last Taken

authorization.
By signing this authorization, I am acknowledging that payment(s) be made on my behalf to MCI for any services provided to me by MCI and any subsequent test ordered by my physician. I also allow the release of any medical information necessary to process this claim.

Patient Signature
6/27/2020
Date

Physician Signature
6/27/2020
Date

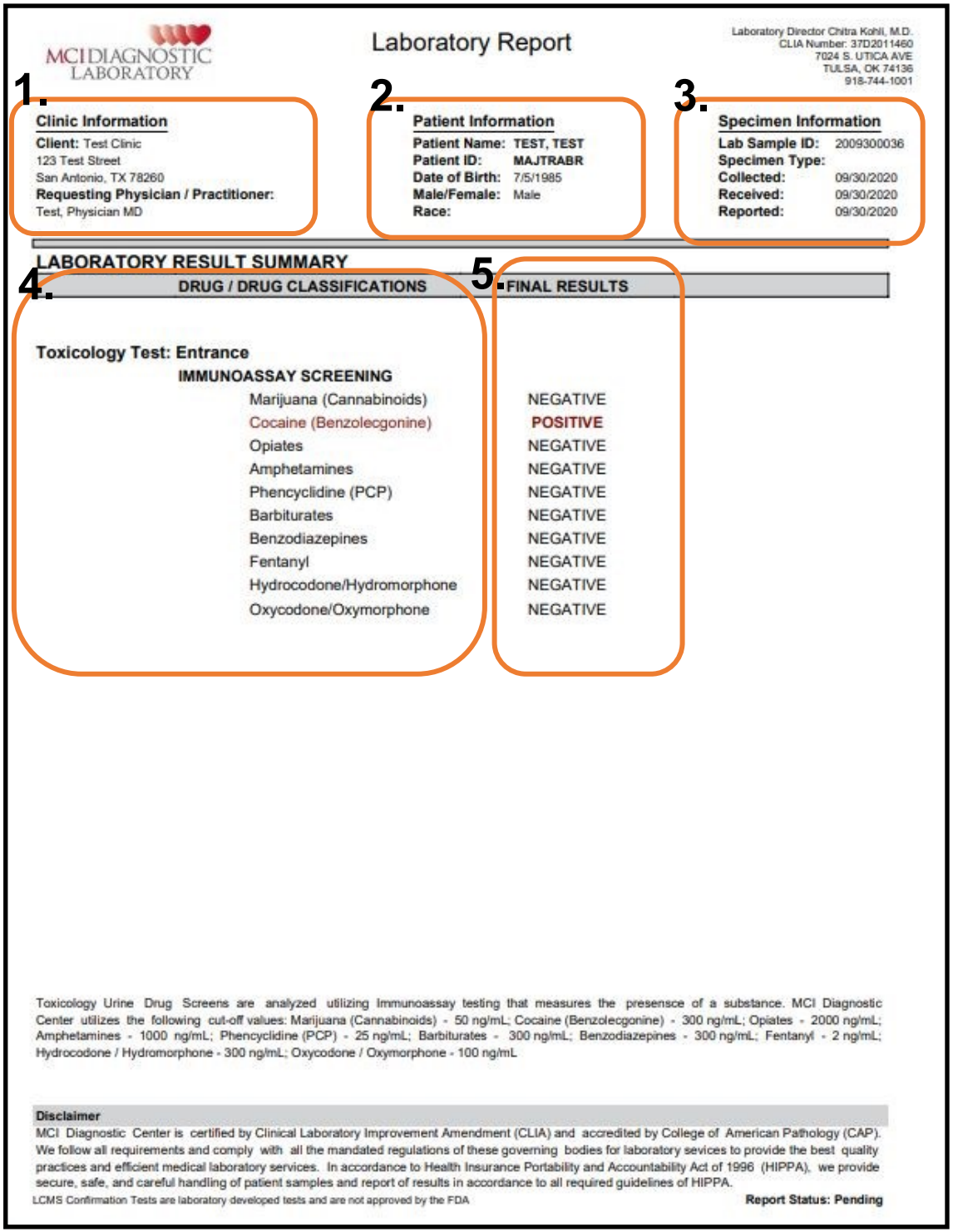
For more information on shipping methods and instructions visit:
https://mcidiagnostics.com/wp-content/uploads/2020/01/CLIS-Training-Video.mp4

MCI Sample Test Results

1.Clinic Information 2.Patient Information 3.Specimen Information 4.Drug / Drug Classifications

5. Urine Drug **Results**

- **POSITIVES** in red
- **NEGATIVE** in black



MCI DIAGNOSTIC LABORATORY

Laboratory Report

Laboratory Director Chitra Kohli, M.D.
CLIA Number: 37D2011460
7024 S. UTICA AVE
TULSA, OK 74136
918-744-1001

1.

Clinic Information
Client: Test Clinic
123 Test Street
San Antonio, TX 78260
Requesting Physician / Practitioner:
Test, Physician MD

2.

Patient Information
Patient Name: TEST, TEST
Patient ID: MAJTRABR
Date of Birth: 7/5/1985
Male/Female: Male
Race:

3.

Specimen Information
Lab Sample ID: 2009300036
Specimen Type:
Collected: 09/30/2020
Received: 09/30/2020
Reported: 09/30/2020

LABORATORY RESULT SUMMARY

4. **DRUG / DRUG CLASSIFICATIONS**

5. **FINAL RESULTS**

Toxicology Test: Entrance

IMMUNOASSAY SCREENING

Marijuana (Cannabinoids)	NEGATIVE
Cocaine (Benzolecgonine)	**POSITIVE**
Opiates	NEGATIVE
Amphetamines	NEGATIVE
Phencyclidine (PCP)	NEGATIVE
Barbiturates	NEGATIVE
Benzodiazepines	NEGATIVE
Fentanyl	NEGATIVE
Hydrocodone/Hydromorphone	NEGATIVE
Oxycodone/Oxymorphone	NEGATIVE

Toxicology Urine Drug Screens are analyzed utilizing Immunoassay testing that measures the presensce of a substance. MCI Diagnostic Center utilizes the following cut-off values: Marijuana (Cannabinoids) - 50 ng/mL; Cocaine (Benzolecgonine) - 300 ng/mL; Opiates - 2000 ng/mL; Amphetamines - 1000 ng/mL; Phencyclidine (PCP) - 25 ng/mL; Barbiturates - 300 ng/mL; Benzodiazepines - 300 ng/mL; Fentanyl - 2 ng/mL; Hydrocodone / Hydromorphone - 300 ng/mL; Oxycodone / Oxymorphone - 100 ng/mL

Disclaimer

MCI Diagnostic Center is certified by Clinical Laboratory Improvement Amendment (CLIA) and accredited by College of American Pathology (CAP). We follow all requirements and comply with all the mandated regulations of these governing bodies for laboratory sevices to provide the best quality practices and efficient medical laboratory services. In accordance to Health Insurance Portability and Accountability Act of 1996 (HIPPA), we provide secure, safe, and careful handling of patient samples and report of results in accordance to all required guidelines of HIPPA.

LCMS Confirmation Tests are laboratory developed tests and are not approved by the FDA

Report Status: Pending

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Specimen labeling

Specimen labeling – *Urine*

URINE COLLECTION TUBE

Place the security seal over the top of the tube.

Collector be sure to verify the information provided by the patient and validate that the specimen was collected correctly.

Place the specimen label over the belly of the tube, so that it covers each end of the security seal.

Easy-to-read patient information, and straight bar-code. Label should be smoothed around the tube gracefully.

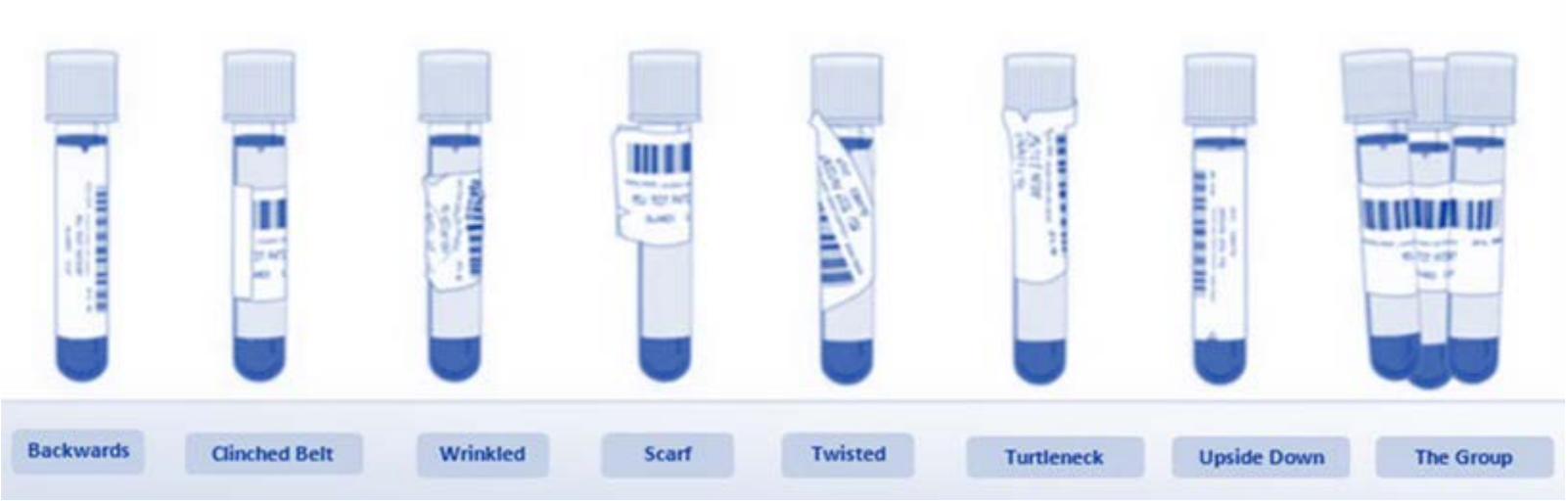
(The specimen I.D. label can be prepared during or after specimen collection.)

Incorrect Specimen labeling – *Urine*

URINE COLLECTION TUBE

Specimen not labeled according to requirements will not be accepted for testing by our laboratory.

(The specimen I.D. label can be prepared during or after specimen collection.)



Place collection device into MCI plastic baggie

A bio-hazard baggie with absorbent material is provided for shipment to the laboratory.

Place individual urine specimen tube into separate plastic bio-hazard baggies with absorbent material.

Do not remove the absorbent material from the baggie. Seal the baggie.

Store in a secure area until the specimen is ready to be shipped to the laboratory.

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Shipping methods

Important notice

It is required that all agencies utilize the packaging materials provided by MCI to ensure the specimen's delivery.

Do not use supplies intended for other laboratories. Failure to utilize the packaging materials provided by MCI may result in your specimens being rejected by FedEx® or rejected for testing.

In particular, do not use supplies labeled UN3373 (see right). UN3373 supplies are intended for shipping Category "B" Infectious Substances. Improper use of this packaging may result in citation from the Federal Aviation Administration.

Do not use shipping supplies with UN3373 marking when sending specimens to MCI.

FedEx (5 or more) – *Send via FedEx Express services*

1. *Place the large zip-top bag inside the FedEx® Clinical Pak.*

2. *Place COC/test request forms in the Clinical Pak (outside zip-top bag). The COC's must be shipped in the same Clinical Pak as the specimens. Sending them in a separate Clinical Pak may result in a delay of processing the specimens and may invalidate the chain of custody.*

3. *Place 5 or more individually sealed specimens into the zip-top bag. All specimens must be secured within the zip-top bag.*

4. *Seal the FedEx® Large Clinical Pak and attach a preprinted FedEx Express® Return Label for FedEx Standard Overnight® shipping.*

For more information on shipping methods and instructions visit:
https://mcidiagnostics.com/

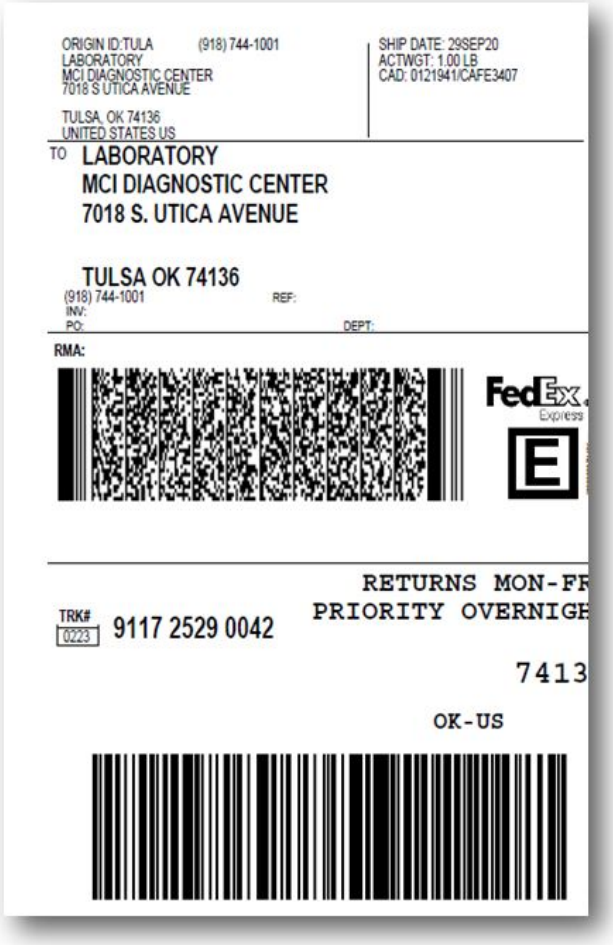
* Certain clients use UPS. Refer to the instructions provided in your supplies.

Shipping urine specimens

Label urine specimen shipments properly to ensure fast processing.

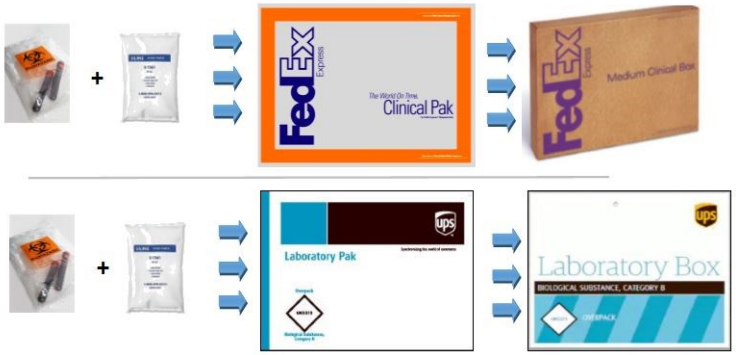
When sending urine specimens to the laboratory, please follow the instructions below. Any package containing must be labeled with a MCI return label to ensure the samples are received and processed as soon as they arrive at the laboratory.

Failure to do so may result in a 1-2 day delay in processing or shipping errors.



Less than 5 specimens—Send U.S Postal Services

Per U.S. Postal Service regulations, use the box provided specifically for each type of test as indicated on the Pre-paid Label.



1. Seal specimen(s) tightly. Place into the baggie with absorbent material and seal.
2. Place specimen contained in the baggie and the chain of custody into the Pre-paid U.S. Mailer box.
3. Write the return mailing address in the upper left corner of the Pre-Paid Label.

   Please do not mix blood and urine specimens in the same Pre-paid Mailer box.

Ship to MCI Diagnostic Center

The specimen may now be shipped to MCI Diagnostic Center. For questions or telephonic training, please contact us at 800.364.7287. You may also visit our website at www.mcidiagnostics.com.

MCI Diagnostic Center
7018 S. Utica Avenue
Tulsa, OK 74136-3907

CUSTOMER SERVICE
Phone: 800.364.7287
Email: info@mcidiagnostics.com

FedEx Customer Service # 1 (800) 463-3339
UPS # 1 (800) 742-5877

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Knowing now matters.™

Laboratory services: 800.364.7287

www.mcidiagnostics.com

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Laboratory Information System Ordering

Login Page:

Portal Link:
https://mci.diagnostics.com

Enter the following Client information

1. Lab **Client Code**
2. Lab **Password**

Only authorized users will receive Lab Client Code & Passwords that are location specific.

Results for Review:

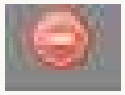
Note: The Front Page of the portal will always default to the – RESULTS for REVIEW

Important Icons:

ICONS:

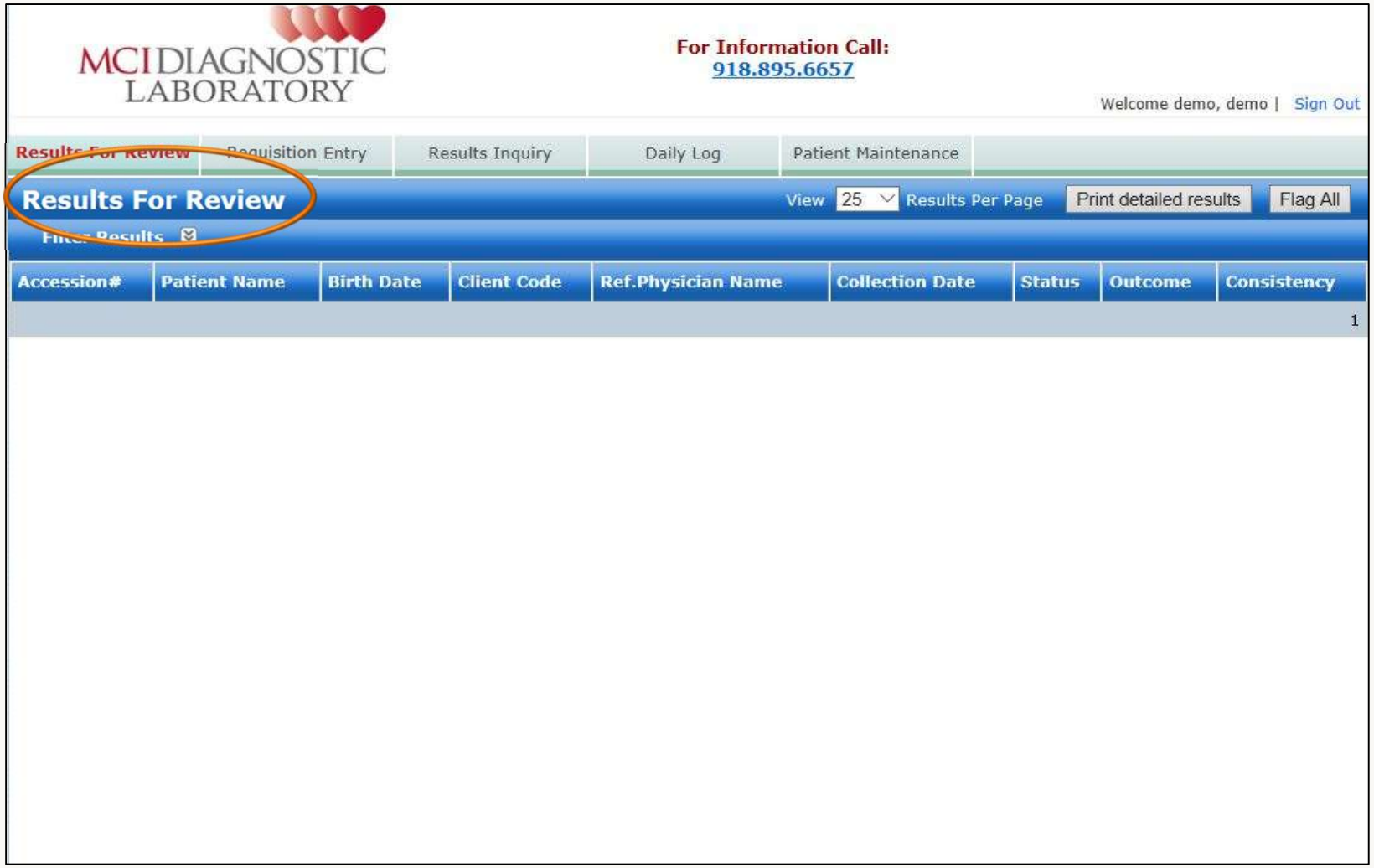
To Search

To Add / New



To Remove / Delete

To Filter

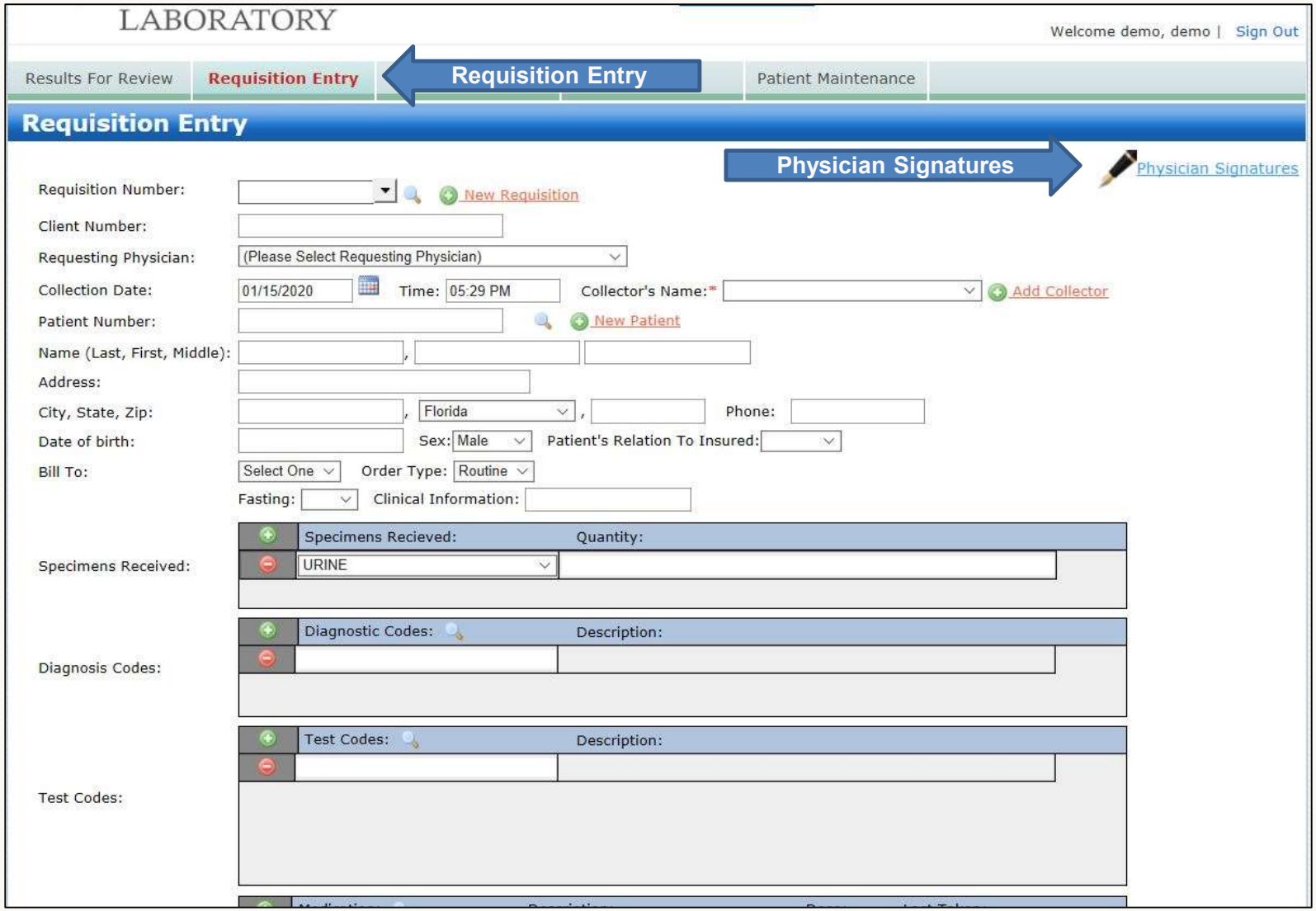


Requisition Entry:

Purpose: To establish new patient orders

Requesting Physician

Purpose: To ensure the physicians gives authorization for test(s) to be performed.



Physician Signatures:
Purpose: To ensure the physician gives authorization for test(s) to be performed.

1. Select the appropriate physician from the drop-down list.
2. Have the physician electronically sign their signature with the curser; select Accept and Save.

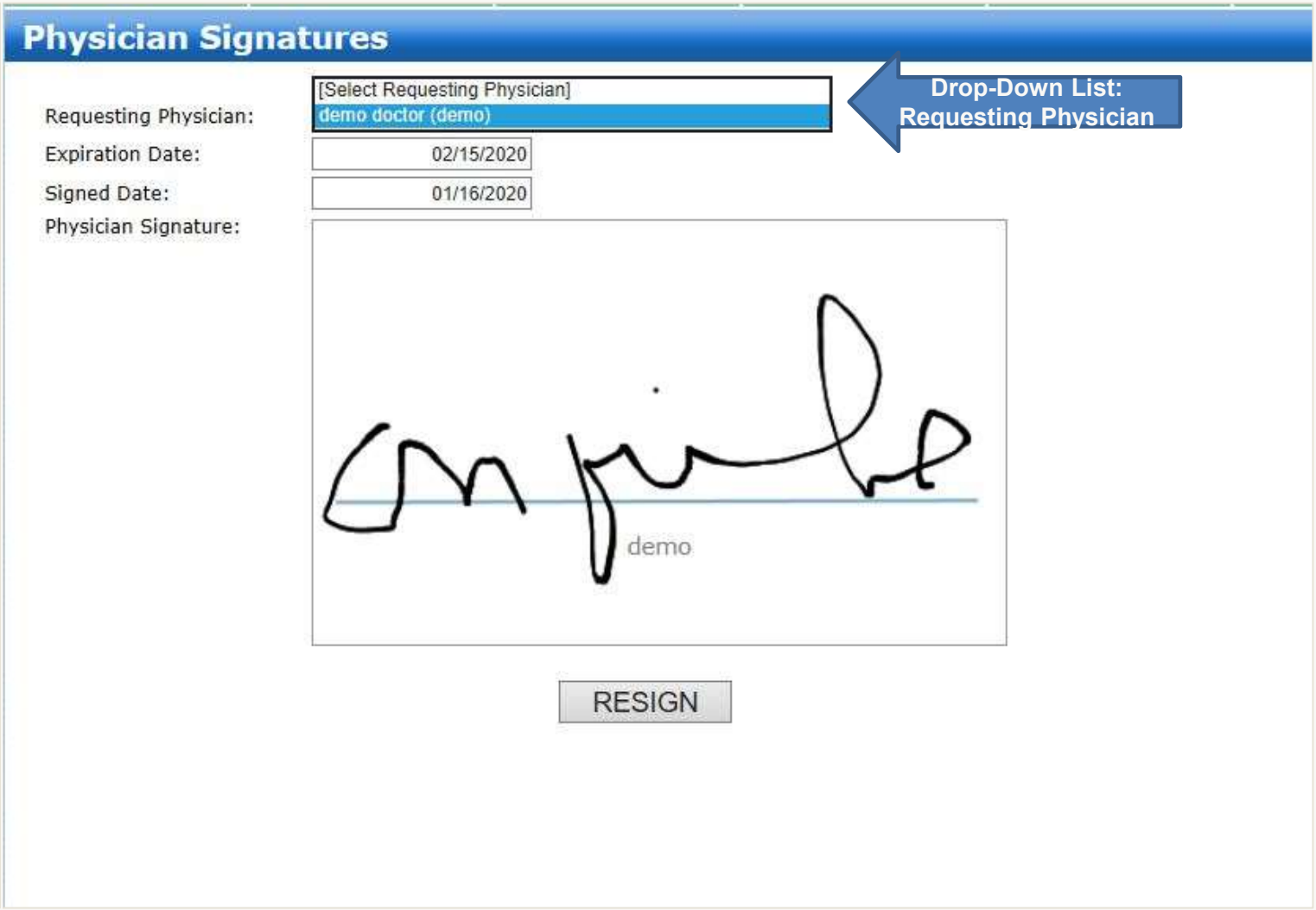
Note: Signatures are good for 30 days and the physician will need to be resigned once expired

Expired Physician Signatures:

1. Select the appropriate physician from the drop-down list.
2. Have the physician electronically resign their signature with the curser; select Accept and Save.

Note: Signatures are good for 30 days and the physician will need to be resigned once expired

To return to the Requisition Entry page, select the "Requisition Entry" tab



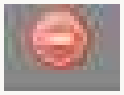
Requisition Entry:

To Search, To Add, To Remove, & Filter

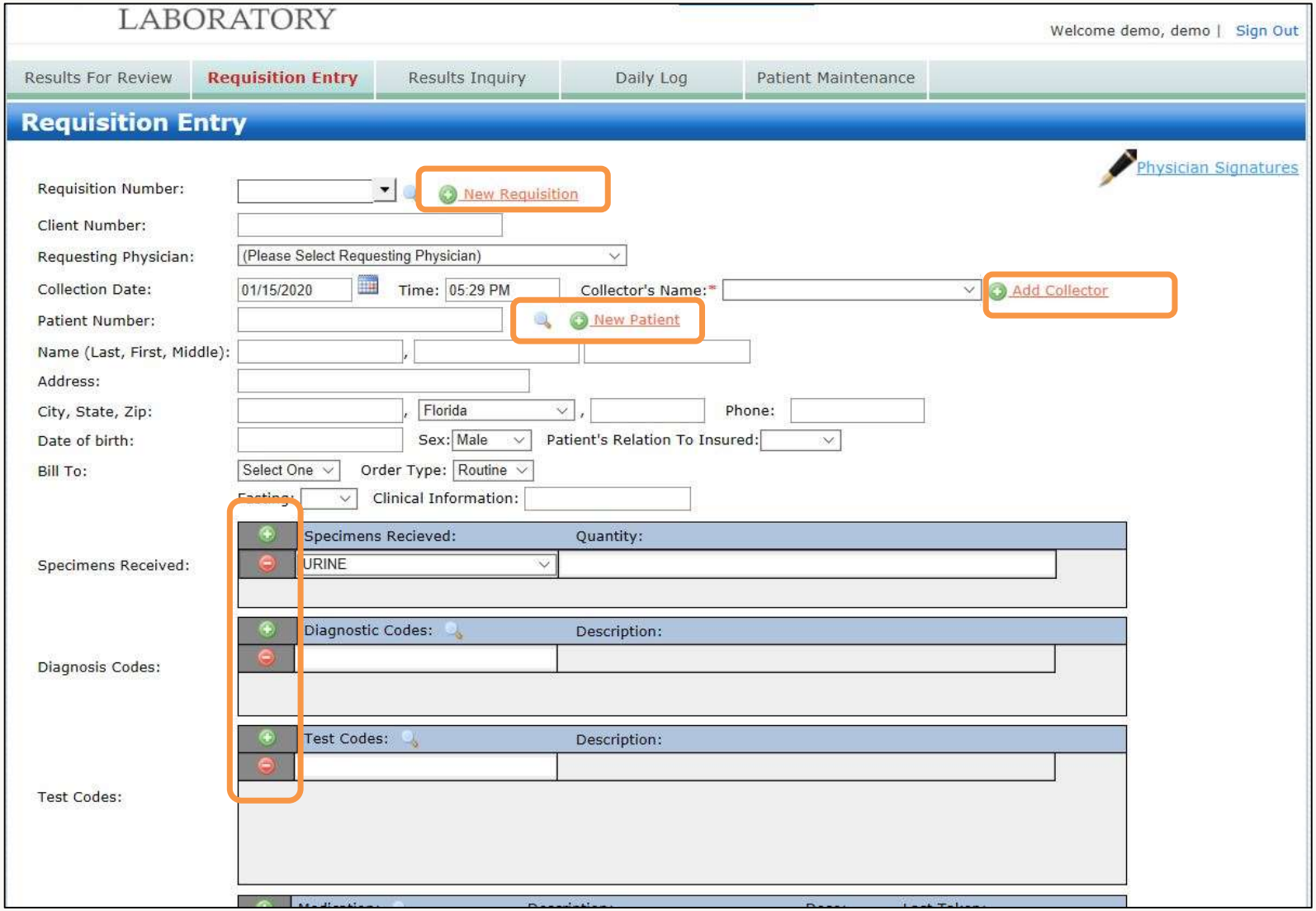
ICONS:

To Search

To Add / New



To Remove / Delete



Requisition Entry:

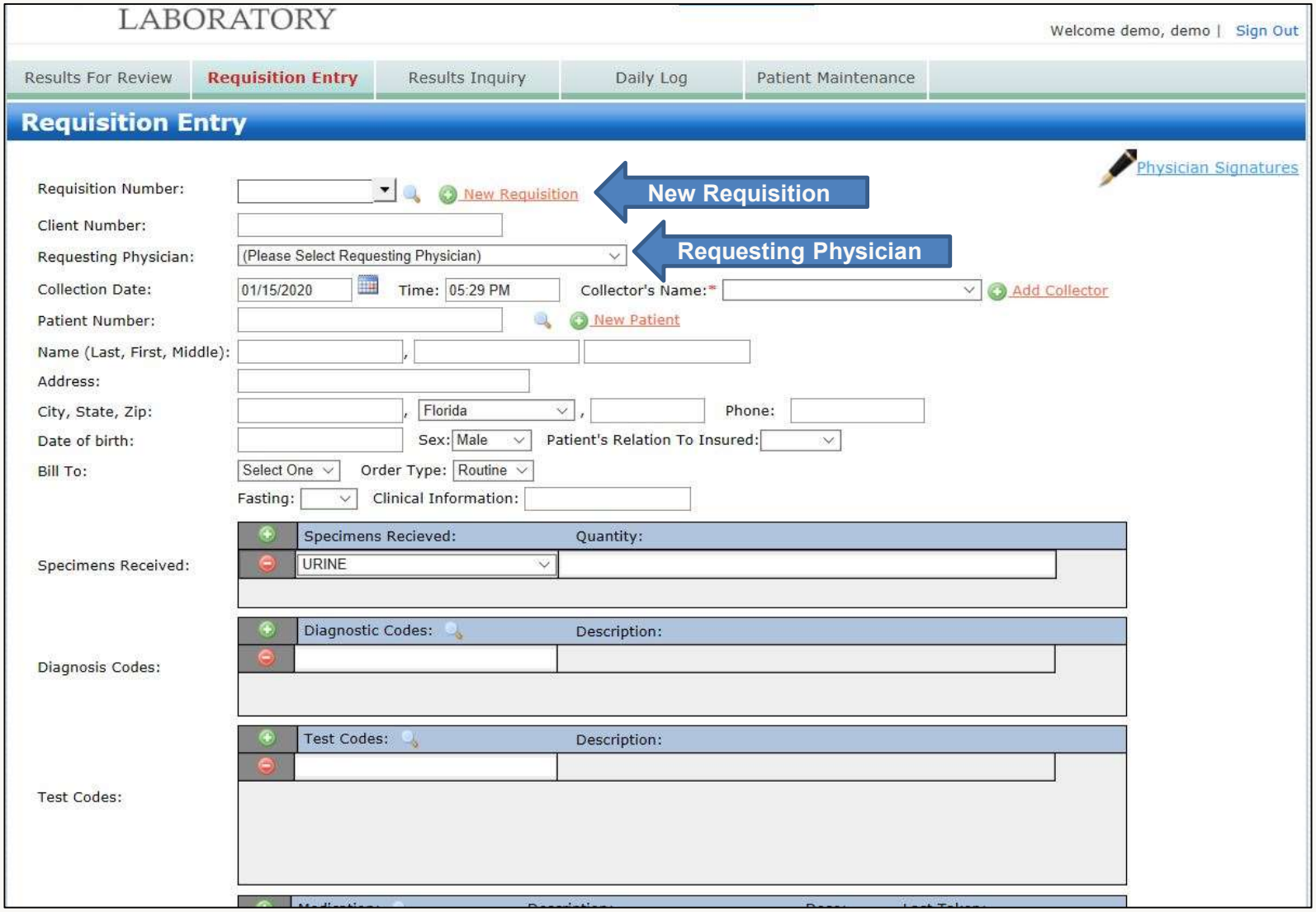
New Test Order / Requisition Order

1) Select the New Requisition icon

2) Requesting Physician:

One Doctor. If there is only one doctor listed on under the clinical site, the physician's name will auto fill on the Requisition Physician.

Multiple Doctors. If there are multiple doctors under the clinical site, the collector will select the appropriate physician from the drop-down list.

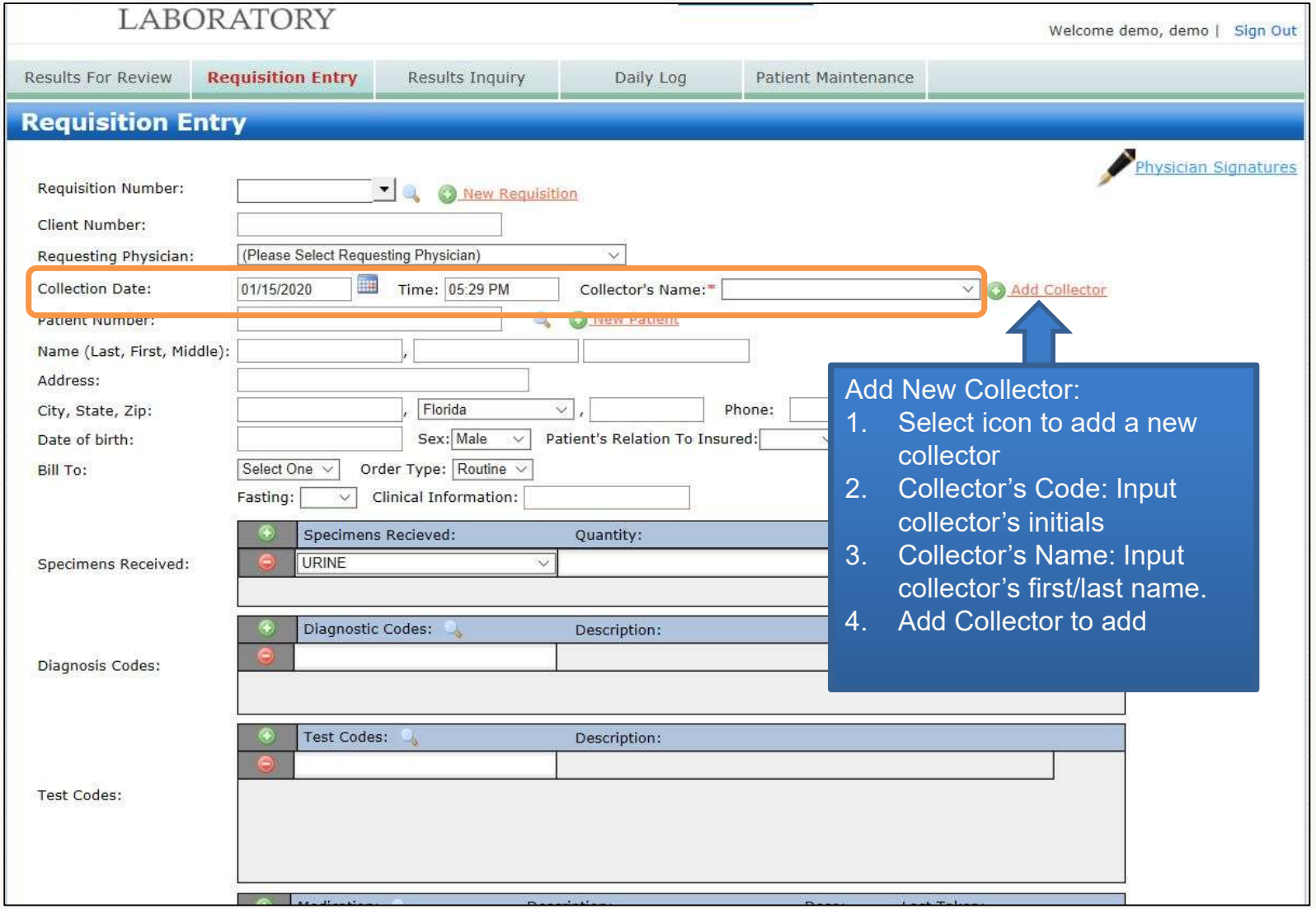


Continue….
Requisition Entry

3) Collection Date: The collection date auto fills at the time of the order entry. Modification can be made by selecting the calendar icon or manually entering desire date.

4) Time: The order is time stamped at the time of the order entry. Modification can be made by manually entering the desire time.

5) Collector's Name: Select the collector's name from the drop-down list. If the collector is not listed. Add the new collector to the list.



Continue….
Requisition Entry

6) Patient Number: Auto generated patient number from the portal. Patient numbers are assigned to each patient when initially established in the LIS Portal.

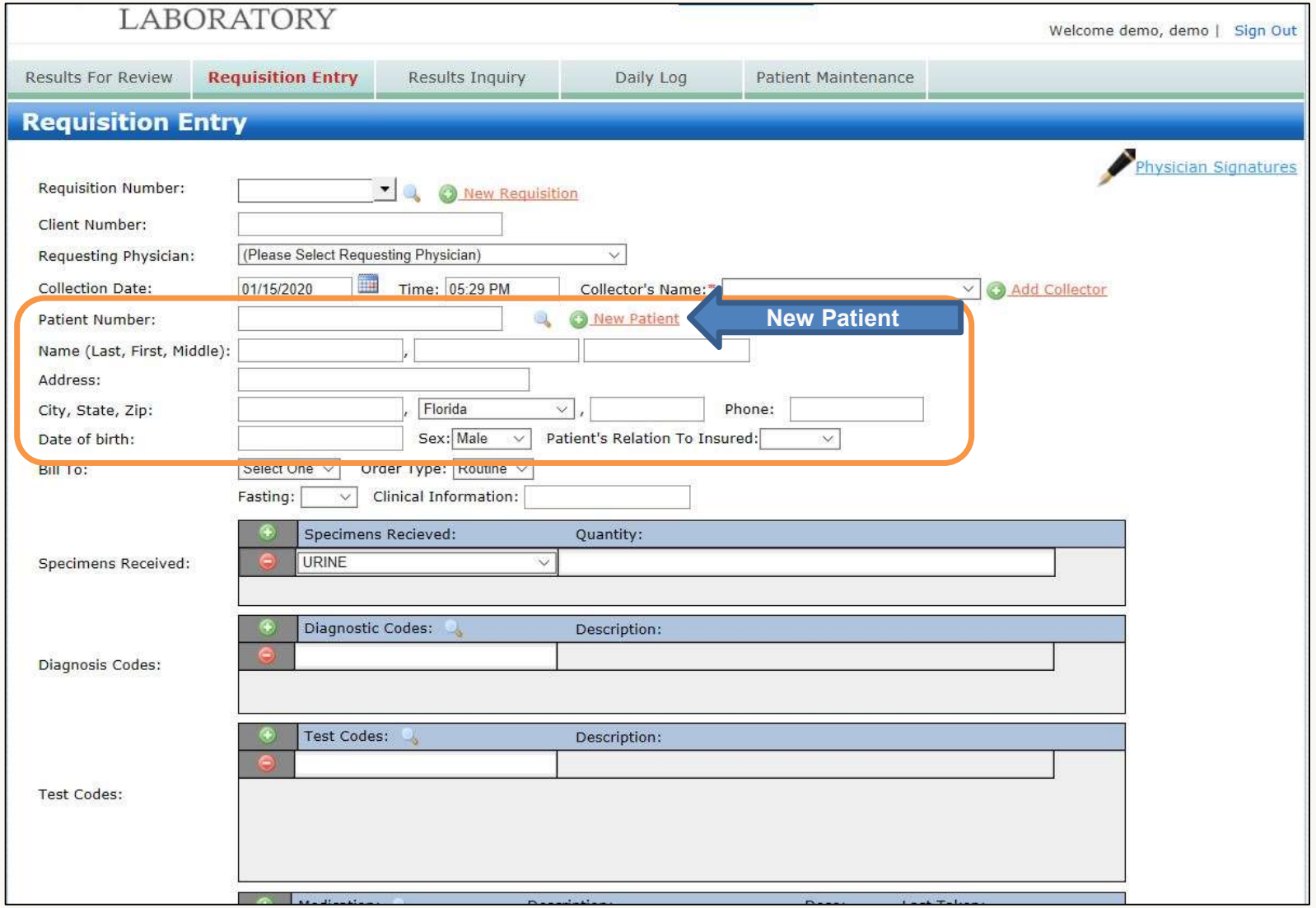
Search Establish Patient:

1. Select icon to search patient
2. Options to search by last name, address, city, state, zip code
3. Select the appropriate patient

Add New Patient:

1. Select icon to add a new patient.
2. Complete the necessary demographic fields for the patient.

- Name (Last, First, Middle)
- Address
- City, State, Zip
- Date of Birth & Gender

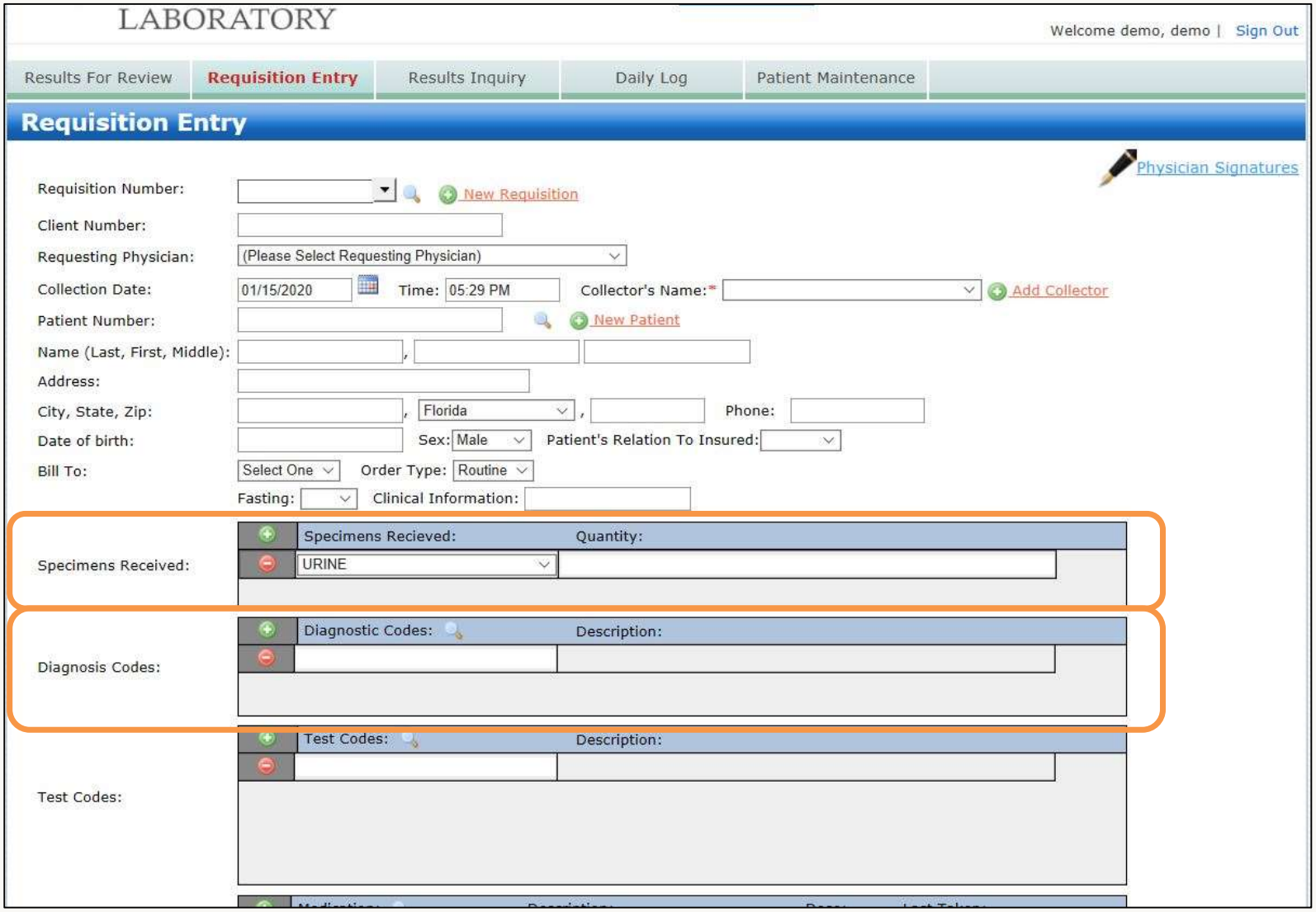


Continue….
Requisition Entry

7) Specimen Received:

1. Input specimen type: Utilized the drop-down list to indicated what specimen type
2. Indicated how many tubes per specimen type

3. Diagnosis Codes: Skip the diagnosis codes. Not necessary.



Continue….
Requisition Entry

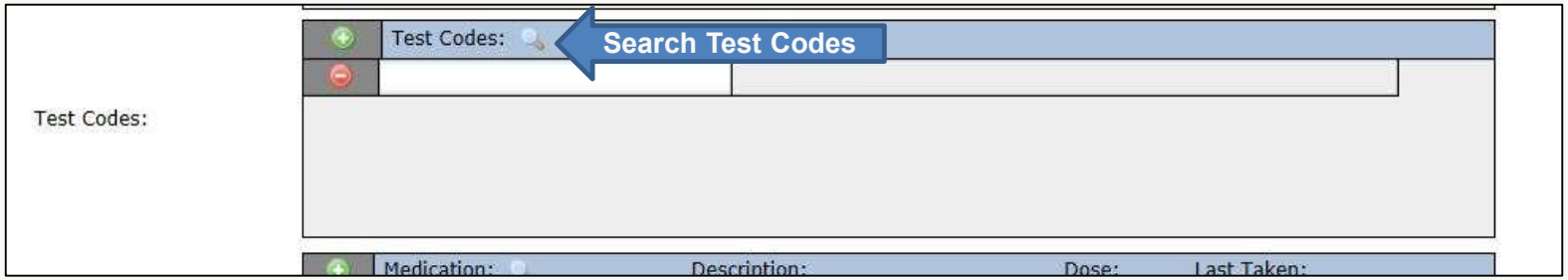
9) Test Codes:

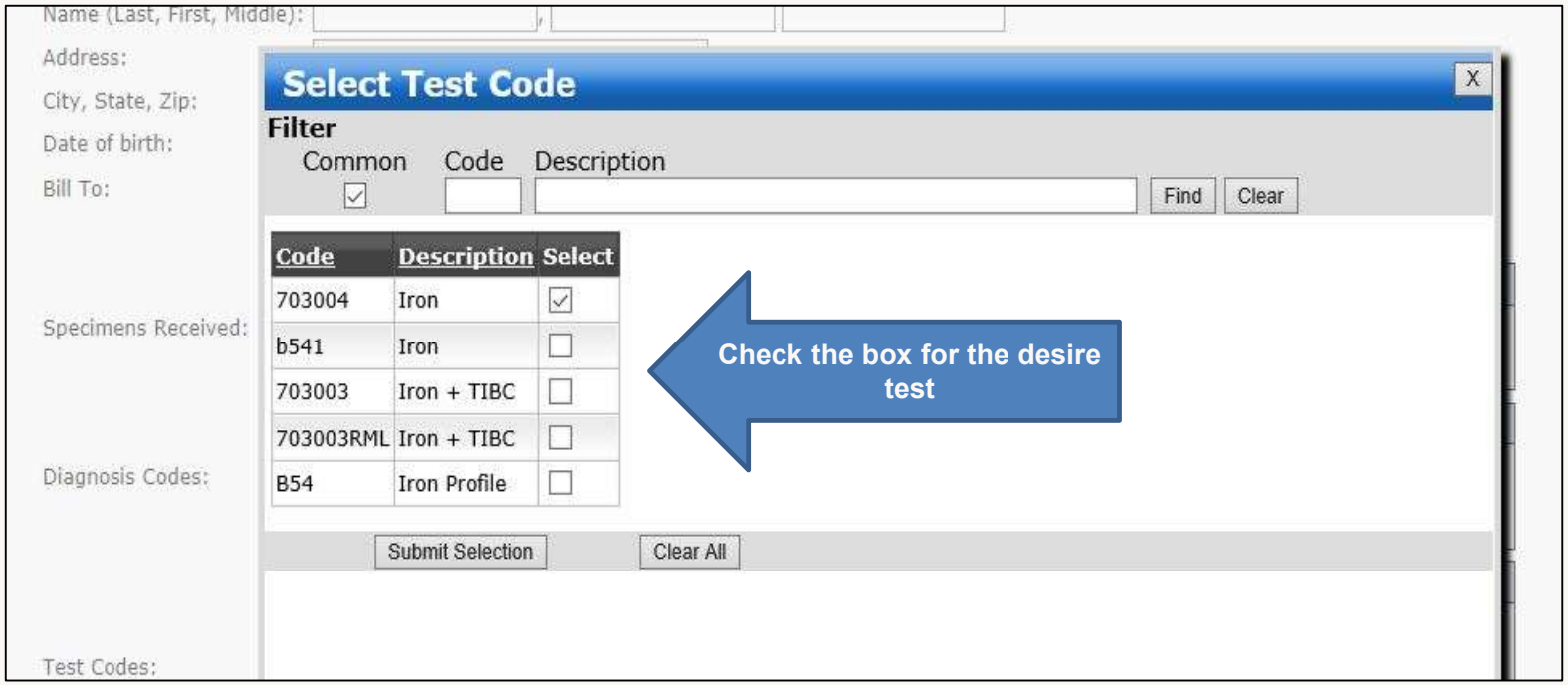
Selecting Test Codes Option 1:

1. Select Icon to search test codes

The main test code screen lists the Most Common test codes specific to each site location for easy use and convenience.

2. Check the box for the desire test(s) and submit selection for order.

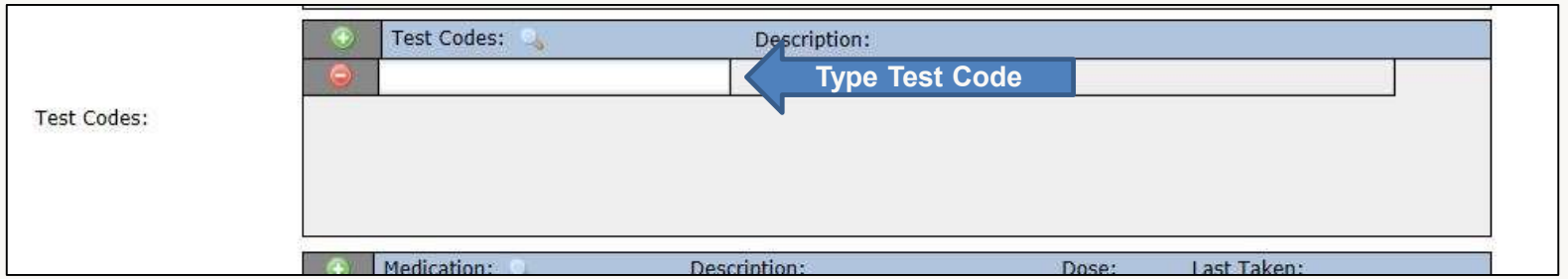




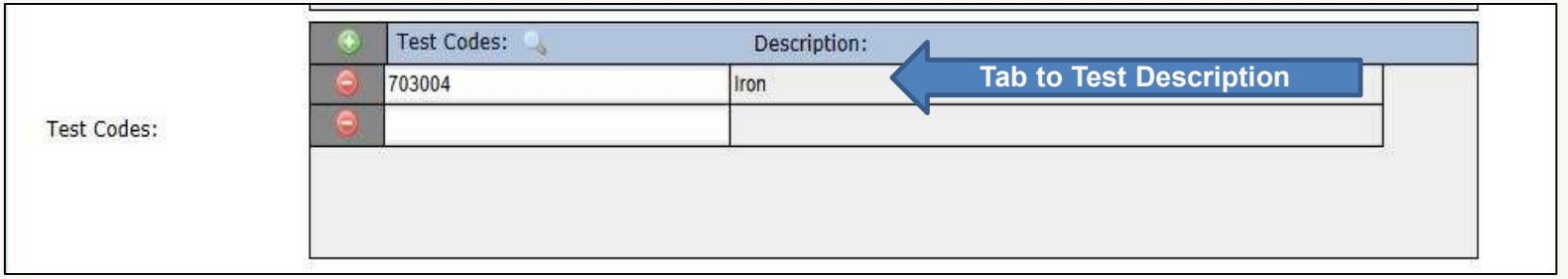
Continue….
Requisition Entry

Selecting Test Codes Option 2:

If you already know your test codes, codes can be manually inputted into the test code column.



Tab over to the description and test description will auto populate into the field.



Continue….
Requisition Entry

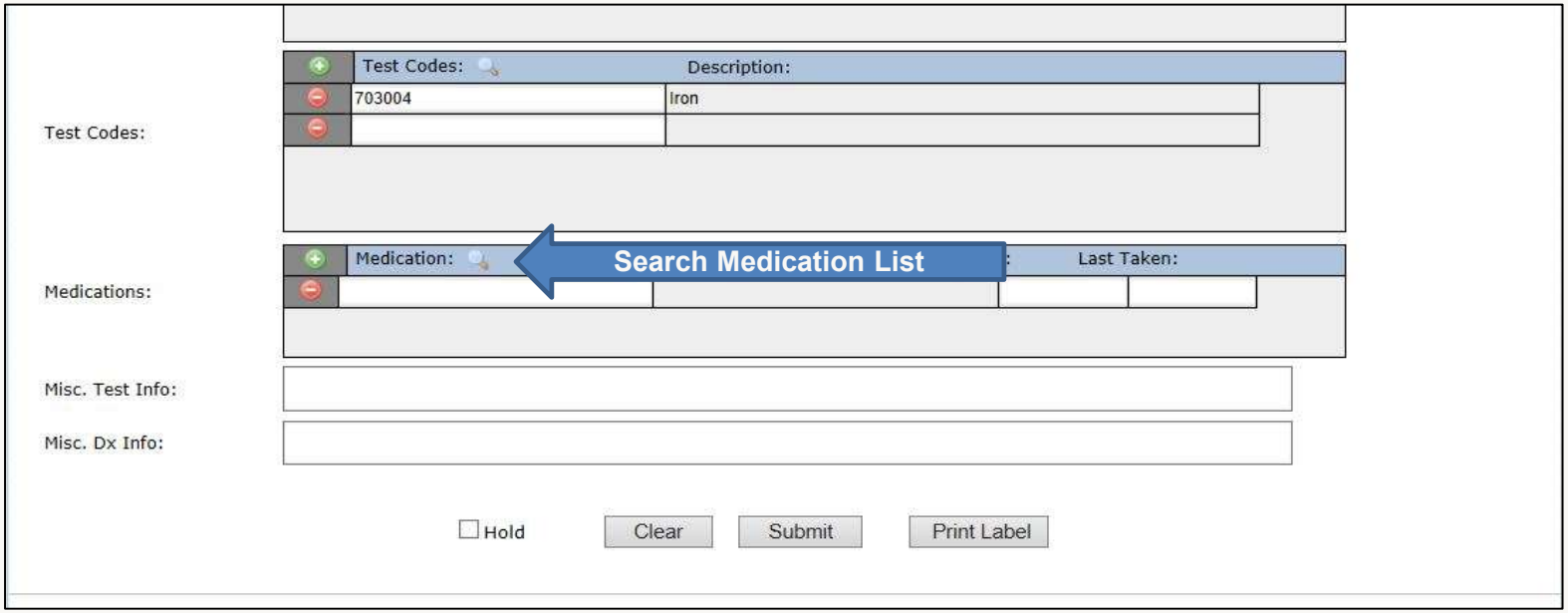
10) Medication:

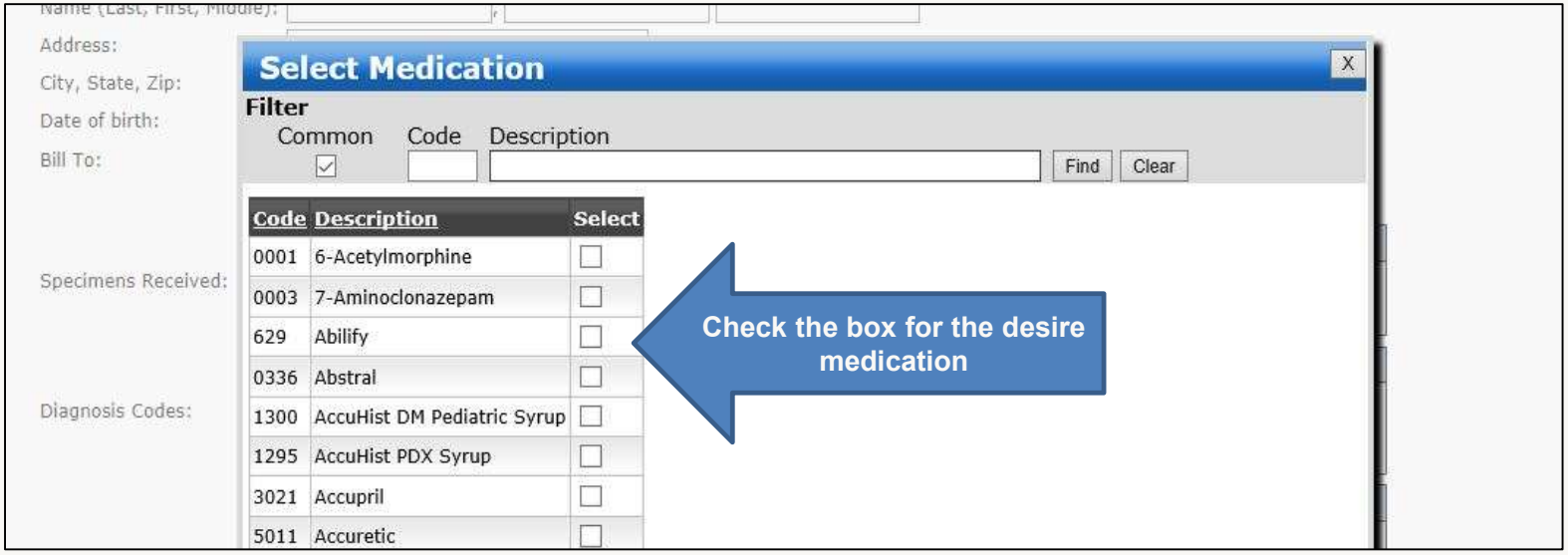
Selecting Medication Option 1:
1. Select Icon to search Medication

Front Screen/Page lists the Most Common medications specific to each site location for easy use and convenience.

To search full medication list:
1. Uncheck the common box
2. Type in the medication
3. Select find

Check the box for the desire medication (s) and submit selection for order.



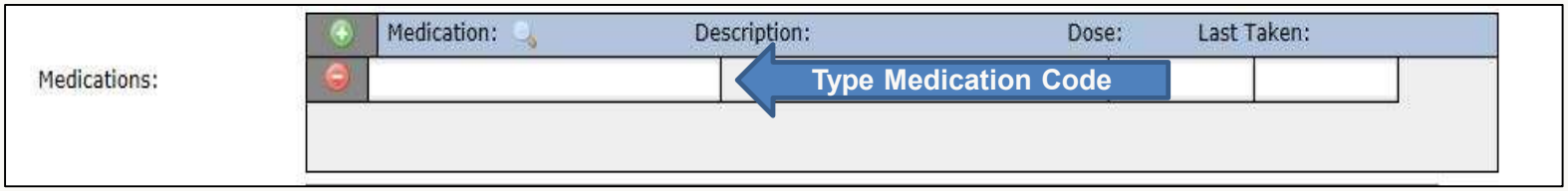


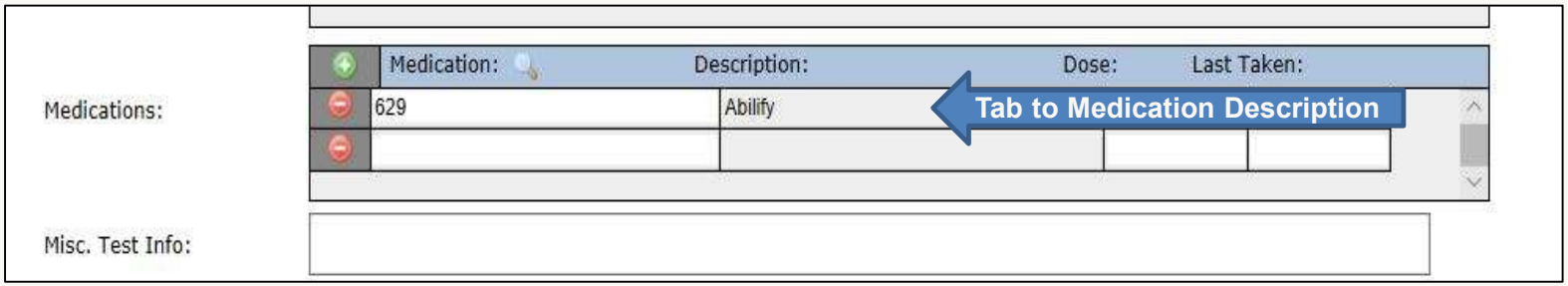
Continue….
Requisition Entry

Selecting Test Codes Option 2:

If you already know your medication code, medication code can be typed into the medication column. Tab over to the description and the medication description will auto-populate into the field.

Tab over to the description and medication will auto populate into the field.





Continue….
Requisition Entry

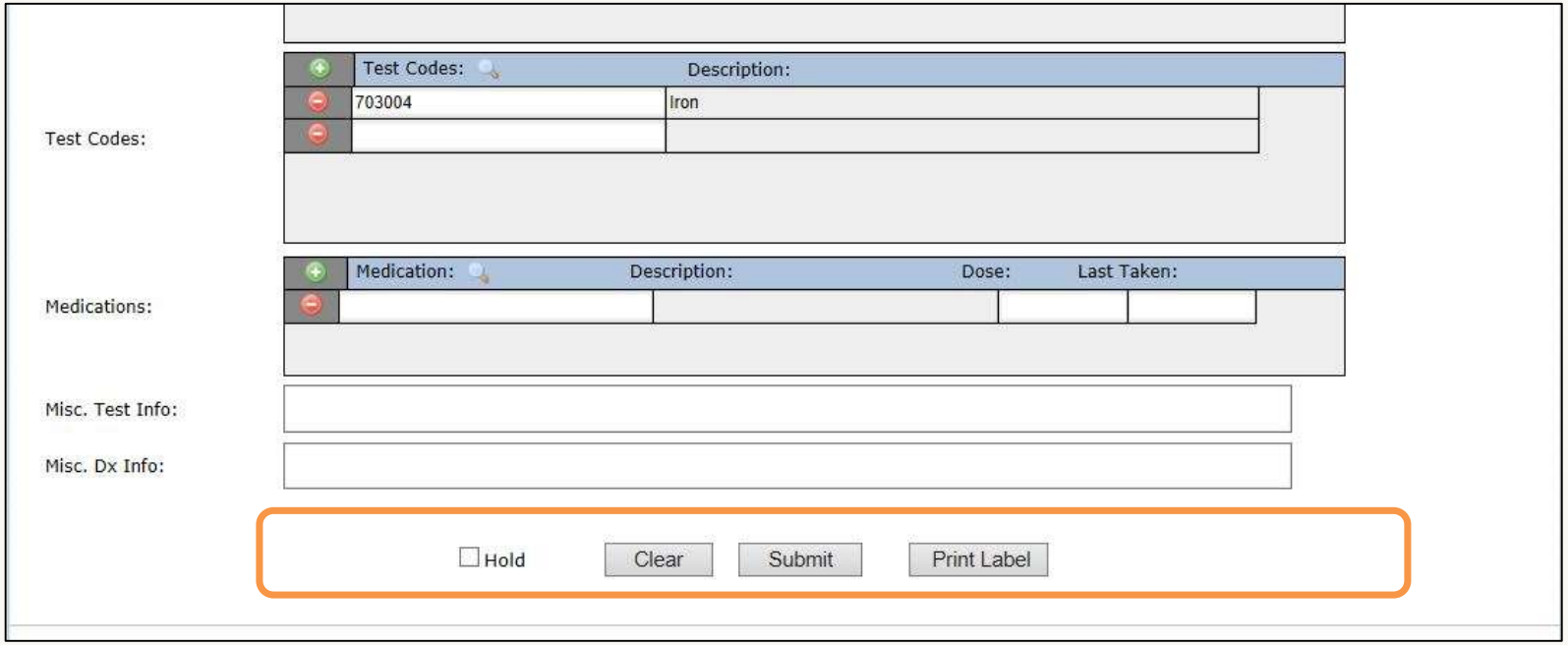
11) To Print Labels

1. Select Print labels
2. Label all specimens and tubes with a label per patient.

12) Submit order

1. Select Submit
2. Properly package the specimens for delivery for testing.

Note: **HOLD** check box: Orders can be placed on hold and return to if the physician is needing to add additional testing within the same day or collector is seeking clarification of order. Order accessions can be reviewed in the daily log tab.

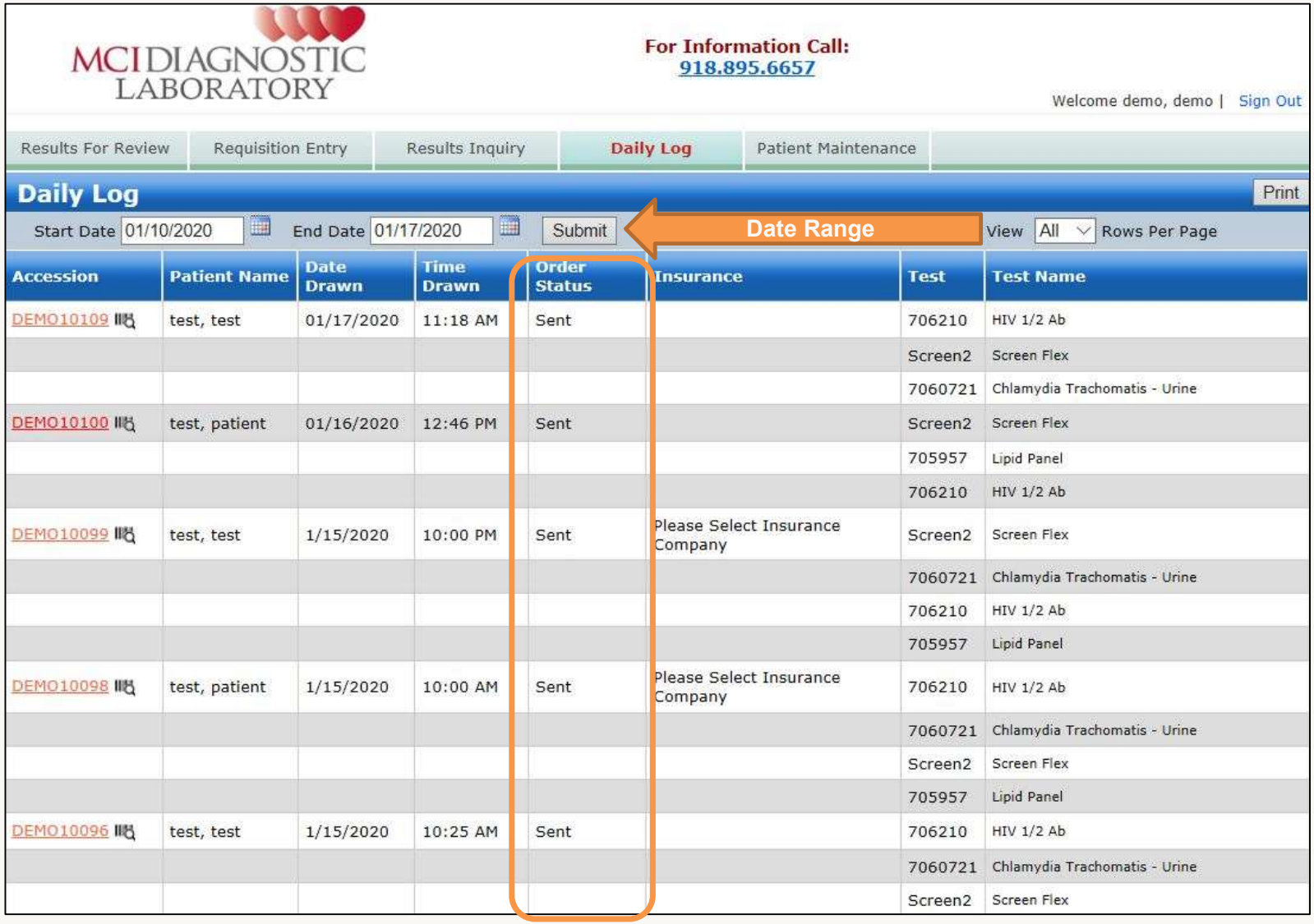


Daily Log

Daily log provides accountability for all current, previous and prior patient that have been accessed or ordered. Already accessioned patients can be search within the filter.

Order Status:

- Waiting: Specimen has not been received by laboratory.
- Sent: Specimen has been received and pending for testing.



Accession	Patient Name	Date Drawn	Time Drawn	Order Status	Insurance	Test	Test Name
DEMO10109	test, test	01/17/2020	11:18 AM	Sent		706210	HIV 1/2 Ab
						Screen2	Screen Flex
						7060721	Chlamydia Trachomatis - Urine
DEMO10100	test, patient	01/16/2020	12:46 PM	Sent		Screen2	Screen Flex
						705957	Lipid Panel
						706210	HIV 1/2 Ab
DEMO10099	test, test	1/15/2020	10:00 PM	Sent	Please Select Insurance Company	Screen2	Screen Flex
						7060721	Chlamydia Trachomatis - Urine
						706210	HIV 1/2 Ab
						705957	Lipid Panel
DEMO10098	test, patient	1/15/2020	10:00 AM	Sent	Please Select Insurance Company	706210	HIV 1/2 Ab
						7060721	Chlamydia Trachomatis - Urine
						Screen2	Screen Flex
						705957	Lipid Panel
DEMO10096	test, test	1/15/2020	10:25 AM	Sent		706210	HIV 1/2 Ab
						7060721	Chlamydia Trachomatis - Urine
						Screen2	Screen Flex

Patient Maintenance

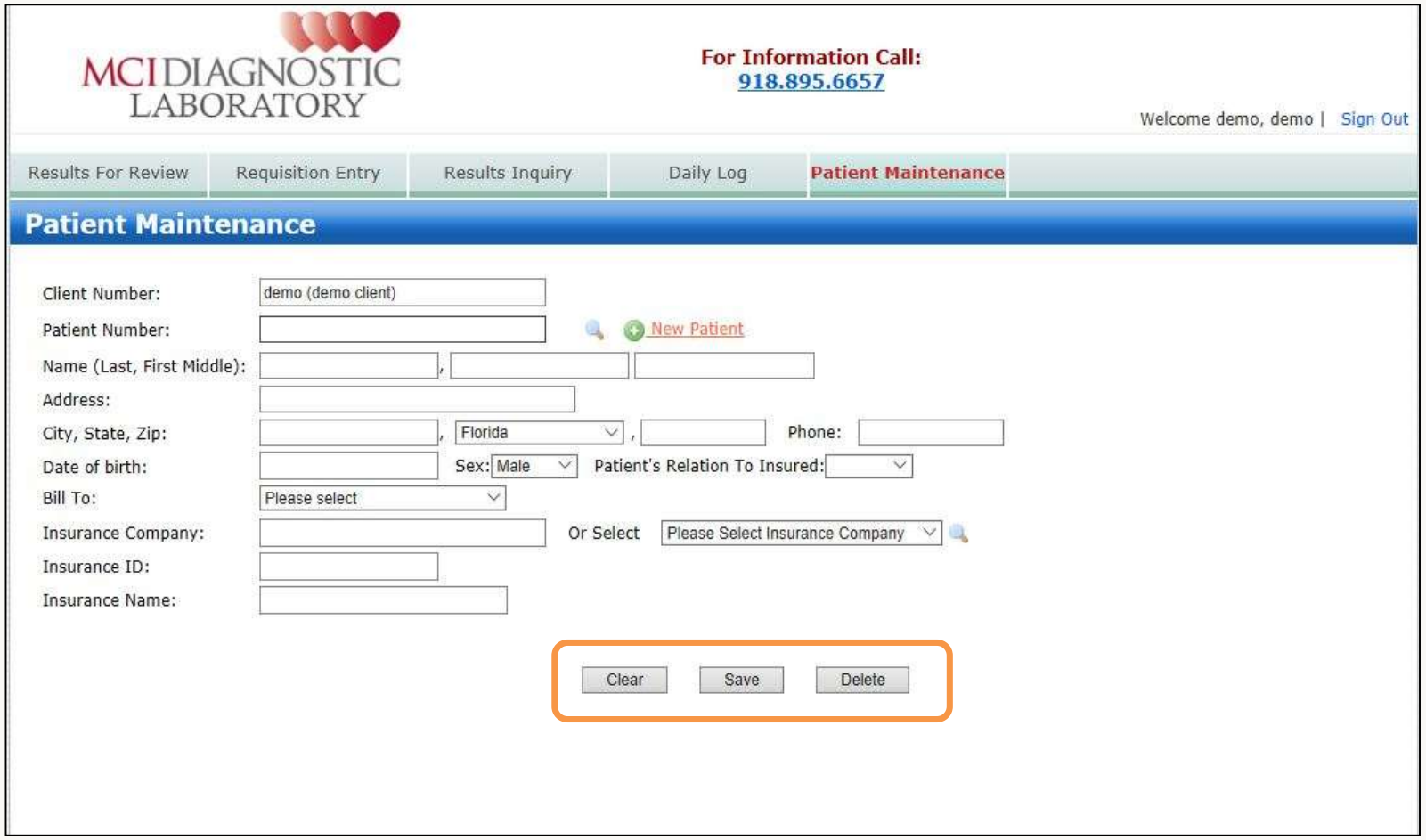
Purpose: To search established patients and update demographics or add new patients to the portal.

Add new patient 

1. Select icon to add a new patient.
2. Complete the necessary demographic fields for the patient.
3. Select Save

Search Established Patient 

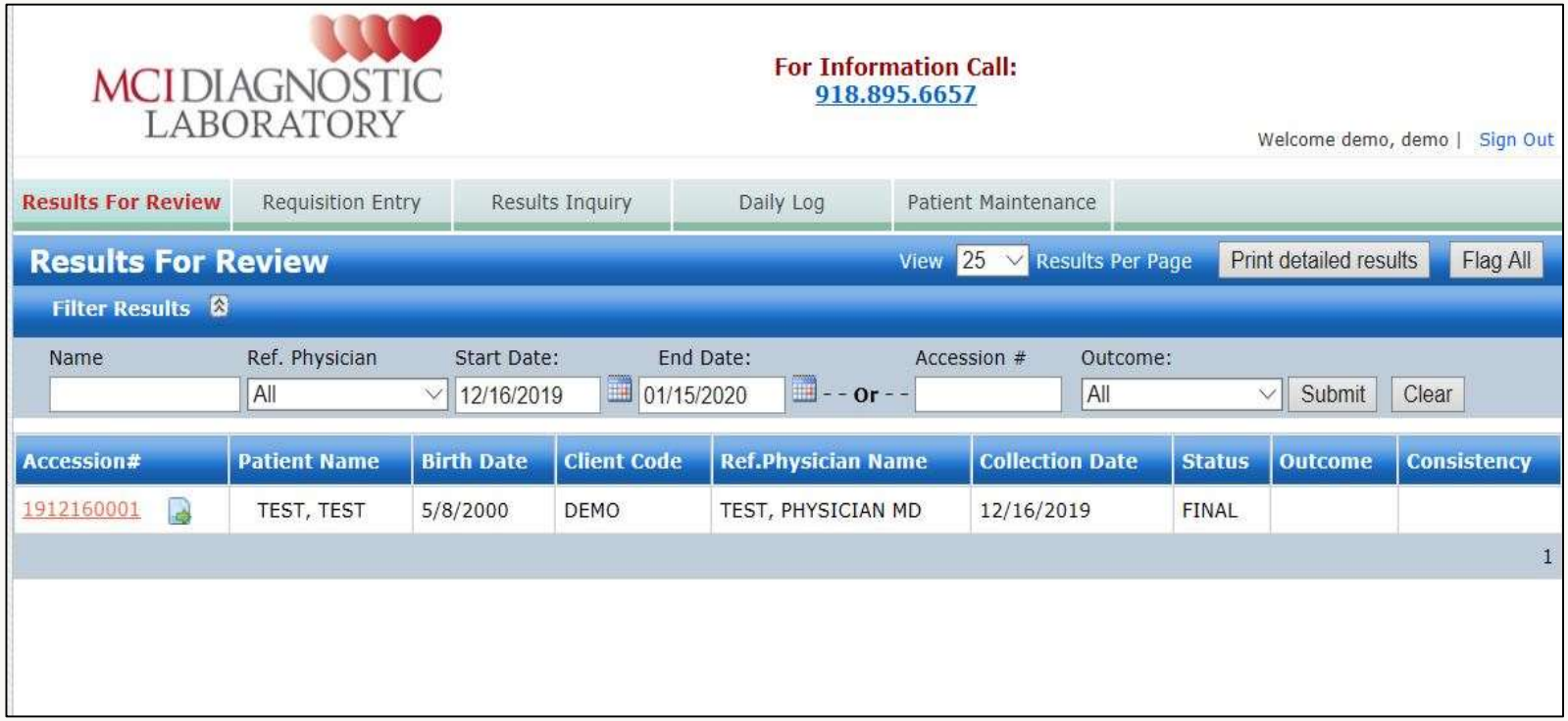
1. Search by utilizing the icon
2. Update the desired fields
3. Select save



Results for Review

Purpose: Shows the most recent orders that have been finalized and ready for results for review. Results will be stored on this page up to 30 days or until reviewed and flagged. Once results have been flagged, results will move to the results inquiry page for future reviews.

Results can be search by the filter icon.



Results Inquiry

Purpose: Results Inquiry stores all prior finalized test results as well as current and recent orders.

Status:

- Final: All test(s) that has been order per patient has been completed and ready for review.
- Pending: All test(s) have not been completed and is in the process to the final stages of test completion.

Results can be search by the filter icon.