

# Collection & Shipping Instructions for UTI & STD Pathogens



**A patient in your office has been identified for UTI and/or STD pathogen drug screening.**

Please follow the instructions below to accurately complete the requisition. For additional assistance, please call 903.805.9955.

## STEP 1: Advanta Analytical Laboratories Requisition

The requisition can be pre-populated with most of the patient's information (*by Technician/Nurse Staff/Front office staff*). **Please verify it is correct, and make any necessary changes.**

### To complete the requisition form:

Enter Date Collected and Patient Signature on the requisition. **This is REQUIRED INFORMATION.**

1. Physician's Name, Date of Collection, Patient's Name, Gender, DOB, & DOI (Date of Injury – if applicable/Workers' Comp)
2. Diagnosis Code (ICD-10): Primary - Chief Complaint, Secondary - Supplemental Diagnosis
3. Patient's Signature & Date
4. Patient's Current Medications
5. Provider's Orders
6. Panel Selection
7. UTI/STD Test Sample Information
8. Point-of-Care Results (if applicable)
9. Physician's Signature

## STEP 2: UTI and STD Specimen Collection and Preparation

### Option 1: UTI Specimen Collection and Preparation

1. Wash hands thoroughly with warm water and soap.
2. **Females:** Holding labia apart, collect first ~10-25 mL urine into provided sterile urine cup.  
**Males:** Retract foreskin (as applicable), collect first ~10-25 mL urine into provided sterile urine cup.
3. Securely place cap on urine cup, and give to the clinical technician.
4. Have the patient sign the box marked Patient's Signature
5. **IMPORTANT:** Write the patient's name and date of birth on the side of the collection cup. There must be two identifiers (name, DOB) on the cup to match the requisition. The specimens will NOT be processed if the identifiers are not present.
6. Print patient demographic sheet containing insurance information and place behind Advanta Toxicology requisition
7. Fold all papers with the documentation facing in to maintain confidentiality before placing in outermost pouch of the collection bag.
8. Place the collection cup in the front pouch of the specimen collection bag and seal.  
*The collection process is now complete and ready for shipping.*

### Option 2: Catheterized Patient Procedure - Specimen collection from patients with indwelling catheters requires aseptic technique.

1. Put on sterile gloves.
2. Clamp catheter tubing above the port to allow collection of freshly voided urine (minimum 2 mL urine required).
3. Vigorously clean the catheter port or wall of the tubing with 70% ethanol.
4. Aspirate urine via sterile needle (direct tubing puncture and aspiration), or syringe (if port has a Luer lock type fitting).
5. Eject the aspirated urine into the provided sterile urine collection cup.
6. Remove the two sterile swabs from the packaging.
7. Place the swabs at the bottom of the urine specimen cup and rub one complete circle to fully saturate the swabs.
8. Immediately place the swabs in the molecular transport tube, taking care not to spill the transport media.
9. Break the swabs at the indentation mark and securely tighten the cap on the tube.
10. Place the transport tube into the provided specimen bag.

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## Option 3: Sterile Swab for STD

1. Open the sterile swab from the sample collection kit, and remove the tube and the swab applicator.
2. Collect the specimen from the patient.
3. Aseptically unscrew and remove the cap from the tube.
4. Insert the swab into the tube and bend the swab shaft at the breakpoint indicated by the colored line marked on the swab shaft against the tube to break the shaft. Discard the broken handle part of the swab shaft into an approved medical waste disposal container.
5. Replace cap on the tube and secure tightly.
6. Label the tube with the patient's name, date of birth, and the date of collection.
7. During specimen collection when handling the swab applicator, the operator must not touch the area below the marked breakpoint indication line; that is the area from the line to the tip of the nylon flocked swab, as this will lead to contamination of the applicator shaft and the sample thus invalidating the test results.

## STEP 3: Ship the Specimen to Advanta Analytical Laboratories

1. Please ship within 24 hours.
2. Place sealed specimen bags into a UPS/FedEx Clinical Pack included in your kit (5-8 cups per bag).
3. Place UPS/FedEx Clinical Pack into UPS/FedEx Clinical Box.
4. Separate label from backing and place on the UPS/FedEx box.
5. Call UPS/FedEx to schedule your pickup (if UPS/FedEx is not already coordinated with your clinic).

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