

NGL COVID COLLECTION CHECKLIST

SHIPPING CHECKLIST:

1. UPS LABELS FOR SHIPPING
2. SWABS AND VIALS AVAILABLE
3. HAZARD BAGS
4. UPS SHIPPING BAGS OR BOXES
5. REQUISITION FORMS
6. PACKING SLEEVE FOR LABEL

PREPARER CHECKLIST:

1. SWAB PATIENT IN EACH NOSTRIL WITH SAME SWAB. INSERT SWAB IN VIAL AND BREAK TOP HALF OF SWAB. SEAL VIAL
2. PLACE TWO IDENTIFIERS ON VIAL, INCLUDING FIRST AND LAST NAME AS WELL AS DATE OF BIRTH
3. PLACE SAMPLE IN MEDICAL APPROVED HAZARD BAG (ONLY ONE SAMPLE PER HAZARD BAG)
4. PATIENT FILLS OUT TOP LEFT CORNER OF THE REQUISITION FORM
5. CHECK ON FORM "INSURED" OR "UNINSURED" ON REQUISITION FORM
6. PATIENT SIGNS & DATES THE BOTTOM OF THE FRONT PAGE OF THE REQUISITION FORM
7. PHYSICIAN FILLS OUT TOP RIGHT CORNER OF REQUISITION FORM, AS WELL AS FACILITY INFORMATION
8. FILL OUT DATE OF TEST ON THE REQUISITION FORM
9. PHYSICIAN SIGNS & DATES BOTTOM OF REQUISITION FORM (FRONT & BACK)
10. **IF PATIENT IS UNINSURED**, THEN INCLUDE A COPY OF THE PATIENT'S DRIVERS LICENSE ALONG WITH THE COMPLETED REQUISITION FORM IN HAZARD BAG WITH THE SAMPLE
11. **IF PATIENT IS INSURED**, THEN INCLUDE A COPY OF THE PATIENTS DRIVERS LICENSE, AS WELL AS A COPY OF THEIR HEALTH INSURANCE CARD, ALONG WITH THE COMPLETED REQUISITION FORM IN HAZARD BAG WITH THE SAMPLE
12. COLLECT ALL COMPLETED SAMPLES IN THEIR HAZARD BAGS AND PLACE HAZARD BAGS IN PROVIDED UPS BOX OR BAG
13. ONCE BAG IS FILLED, PLEASE PLACE PROVIDED SHIPPING LABEL IN PROVIDED PACKING SLEEVE AND STICK ON UPS BOX OR BAG AND DROP OFF FOR DELIVERY