



FUNGAL (NAIL)

SPECIMEN COLLECTION GUIDE

PREPARATION OF THE PATIENT

1. Follow your facility's procedure.

COLLECTION SAFETY AND PROCEDURE PRECAUTIONS

NOTE: All collection kits are for single use only, do not reuse.

1. Consider and treat all clinical specimens as potentially infectious and handle each according to the facility's safety procedure policy.
 - a. Thoroughly wash hands after specimen collection.
 - b. PPE (Personal Protective Equipment) for Sample Collectors.
2. Ensure patient and specimen details are labelled on the paper envelope.
3. Confirm a completed requisition form is sent to the testing laboratory with the collection kit.
4. Ensure all other specimens for mycology are sent in sterile containers.
 - a. Do not send specimen to the manufacturer listed in the instructions as it is not a testing facility, this may result in the loss of specimen.
5. Whether the status of a patient's current disease is noted or not, exercise caution when handling all samples.
 - a. Always wear gloves (on both hands) when handling samples.
 - b. Change gloves often, especially if they become visibly soiled.
 - c. Wash hands often and after removal of gloves.
 - d. Sanitize working areas before removing PPE.
 - e. Cleanse hands thoroughly before leaving the clinical area, using the restroom, eating, or touching face.

MATERIALS NEEDED

- Sagis Requisition (Molecular testing- Infectious Disease Requisition Form)
- Collection Kit: 70% isopropanol alcohol, nail clippers or scissors, specimen paper, collection envelope, labels, plastic zip bag
- Multiple sets of gloves
- PPE

LABELING AND PAPERWORK

1. Fill out appropriate Sagis requisition form including pertinent clinical history and ICD-10 codes.

2. Complete the form and labeling, including:
 - a. Ordering Physician's Name- Print provider's name and credentials (when applicable).
 - b. Practice Information- Name of practice (when applicable).
 - c. Patient Information (Required)
 - i. Last Name & First Name- Verify that first and last name match with specimen, driver's license, and patient's attached demographics.
 - ii. Patient's date of birth- Verify the DOB matches with specimen, ID, and patient's attached demographics.
 - iii. Gender- Select gender.
 - d. Bill Type- One must be selected. If insurance is designated, insurance card should be attached to file.
 - e. Specimen Information (Required)
 - i. Select the type of Specimen Collected (Nail).
 - ii. Collection Date, Initials and Time- Verify the collection date and time is within the appropriate stability time.
 - iii. Stability- The sample is stable for 60 days at room temperature, due to clinical necessities of the sample, transfer to lab within 24 hours.
 - f. Insurance information and Diagnosis (ICD-10) Codes.
 - g. Test Order
 - i. The requested test(s) must be selected here and ICD-10 code.
3. Patient Acknowledgment
 - a. The patient or a legal guardian MUST read, sign, and date the form.
 - b. Failure to do so will result in immediate sample rejection.
4. Authorized Healthcare Provider Acknowledgement
 - a. Have physician read statement of physician certification, and sign.
 - b. Ordering physician must sign and date.
5. Documentation, Patient Protection, and Compliance
 - a. Each specimen tube must have at least TWO forms of identification MATCHING the requisition form for the lab to process.
 - b. Driver's license/state ID- copy both front and back.
 - c. Insurance card(s)- copy both front and back of both primary and secondary insurance that is used by the clinic.
 - d. Electronic/handwritten records- all patient records that are used by the clinic for medical history, medication list, insurance information.
 - e. Only use black or blue ink (smudge-free) for writing on requisition forms and sample tubes.
 - f. NEVER USE WHITE OUT or any corrective fluid on any sample tubes, requisition forms, billing information, or any information to be sent to the lab. This is a MAJOR violation.
 - g. If a mistake was made on the requisition form or sample tube, correct it by making a single straight line thru the mistake, then write the correction, followed by your initial and the date.
 - h. Never scribble or scratch out. All changes must be seen and documented.

COLLECTION INSTRUCTIONS

Accurate labeling of specimens is crucial to ensuring exact reporting of patient results.

1. Clean the entire collection site with 70% isopropanol to eliminate contaminating body bacteria. Allow area to air dry.

2. Properly clip the affected nails, using clean nail clippers or small scissors. Any debris under the nail should also be collected.
3. Label with the patient's full name, source of specimen (including anatomical site), and record the collection date and time.
4. Place the nail sample in plastic zip-top bag and close the seal.
5. Minimum sample requirements are at least 3 pieces of nail clippings/shavings with an approximate size of 0.5 to 2 mm².

PACKAGING/HANDLING

Transport Fungal Collection Kit

1. Ensure everything is properly labeled according to aforementioned instructions.
2. Properly label and package any container used to transport specimen to alternate location in accordance with applicable local, state, and federal requirements.
3. To maintain sample integrity, the specimen must be collected in the most sterile and dust-free environment as possible.
4. After collection, transfer the collected sample to the laboratory within 24 hours due to clinical necessities and store in room temperature.

LIMITATIONS

Inadequate specimen can limit interpretation. Prolonged time from collection to receipt in lab can compromise specimen quality.

REJECTION CRITERIA

Specimens and requisition forms not meeting the standards for patient test management are subject to rejection due to the following missing information:

1. Patient's full name (first and last)
2. Patient Date of Birth
3. Patient signature
4. Unlabeled specimen
5. Patient name mismatch between requisition and sample
6. Sample received is incorrectly labeled or illegible
7. Specimens collected improperly
8. Failure to follow proper storage requirements
9. Failure to follow proper collection procedures
10. Specimen is of insufficient quantity/quality (only if it is less than 3 pieces of nail clipping/shaving of size 0.5 to 2 mm²)
11. Specimen is from unacceptable source or is the wrong sample type (swab/stool/urine)
12. Specimen was not received by the laboratory in a timely manner (collection date exceeds allowed days prior to receipt)
13. Leakage or damaged tubes
14. Incorrect transfer media
15. Any missing signatures, patient information, clinic information, and/or copies of the patient's driver's license and insurance card qualify as a sample rejection