



## COVID Sample Collection Instructions:

### Items provided by Alcala Labs:

- 1) Alcala Requisition Form
- 2) Alcala COVID Test Kit (contains 1 Swab collection device and 1 Tube of Medium)
- 3) UPS Labels and Shipping Bags.

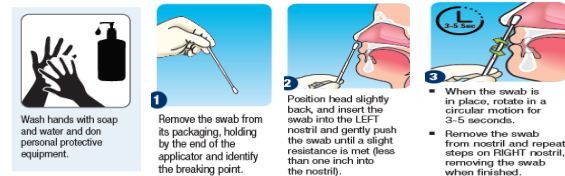
### Complete Alcala RRP Panel and SARS-COVID 19 Requisition Form:

- 1) Complete patient information, including applicable ICD10 codes and Signatures.
- 2) Complete provider/practice information.
- 3) Please make sure to include collection date and time.
- 4) Check desired tests under test options
- 5) Complete billing information if private pay, or attach back and front legible copy of insurance.
- 6) Have the client, POA, or guardian sign the requisition.
- 7) Have the Physician sign the requisition.
- 8) Verify that all blanks have been completed on the requisition form.
- 9) Please DO NOT insert paperwork in Biohazard bag, as it contaminates the paperwork.
- 10) Please make sure all tips are inserted into liquid medium for transport, and screw top is sealed shut.



### Collection Instructions:

- 1) Wash Hands with soap and water.
- 2) Remove swab from its packaging, holding by the end of the applicator and identify the breaking point.
- 3) Position head slightly back, and insert the swab into the nostril and gently push the swab until a slight resistance is met (less than one inch into the nostril).
- 4) When the swab is in place, rotate in a circular motion for 3-5 seconds.



### Shipping Instructions:

- 1) While holding the swab remove the cap from the tube.
- 2) Insert the swab into the tube until the breakpoint is level with the tube opening.
- 3) Bend the swab shaft at 180 degrees angle to break it off at the breaking point. You may need to gently rotate the swab shaft to complete the breakage.
- 4) Discard the broken part of the applicator into an approved waste disposal container.
- 5) Screw the cap back onto the tube and apply patient identification label or write patient information on the tube label.
- 6) Wash hands with soap and water.
- 7) Place swab into bio-hazard bag, with form on outside pocket.

