

# KRMC Laboratory Specimen Packaging and Transport Guide

## Transport Form:

- Write the Legal Patient Name (last, first)
- Include the quantity of each Type of tube/specimen.
- **Note Box:**
  - Routine** – Leave Blank
  - UN-UNSPUN**, needs to be spun
  - STAT** – Emergent or Time Sensitive
  - UNSTAT**-Emergent, Unspun
- **Time Sensitive Specimens:** Will always be #3 or #4, **STAT**.
- **Extra tubes:** Label and mark each tube with **X**. Routine bio-bags
- **Using a permanent marker, number each specimen bag to coincide with the number on the transport form. Insures ease of identification for lab processors**

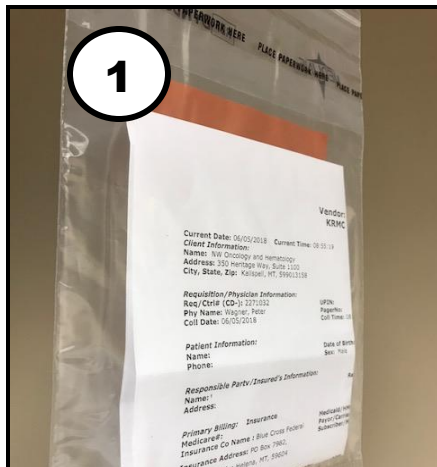
**KALISPELL REGIONAL MEDICAL CENTER  
LABORATORY TRANSPORT FORM**

Location: Your Practice Location  
Date: Today's Date

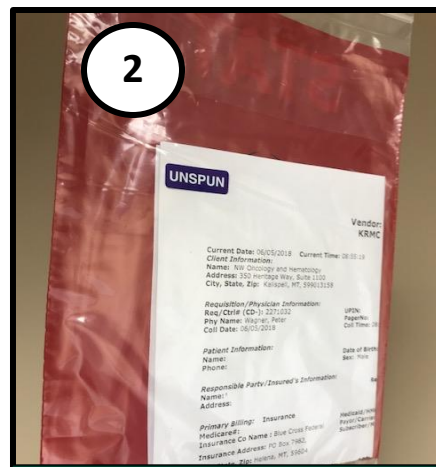
	Time of courier pickup	Time of courier delivery	Lab Received Date/ Time Stamp				
PATIENT NAME	SPECIMEN TYPE		Note <sup>1</sup>	Sender Initial	Courier Initial	Lab Initial	Lab Use Only <sup>4</sup>
1 Doe, John	SST# <u>2</u> LAV# BLU# GRN# PNK# RED# STOOL# URINE# CYT UR# SWAB# UTM# PAP PATH# Other			SS	EN		
2 Cheeks, Rosie	SST# LAV# <u>1</u> BLU# GRN# PNK# RED# STOOL# URINE# CYT UR# SWAB# UTM# PAP PATH# Other		UN	BW	EN		
3 Frog, Kermit	SST# LAV# <u>1</u> BLU# GRN# PNK# RED# STOOL# URINE# CYT UR# SWAB# UTM# PAP PATH# Other		STAT	HR	EN		
4 White, Snow	SST# <u>1</u> LAV# BLU# GRN# PNK# RED# STOOL# URINE# CYT UR# SWAB# UTM# PAP PATH# Other		UN-STAT	RP	EN		
	↑ Legal Name	↑ Specimen Type	↑ Staff Initial				

## Reminders:

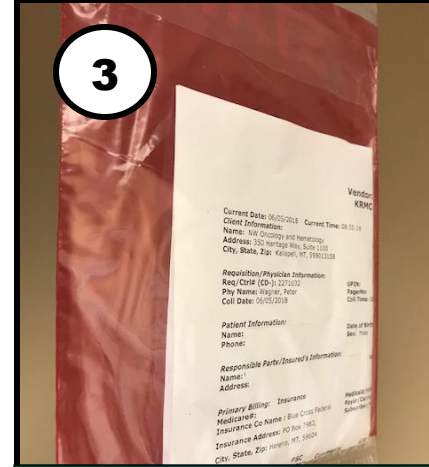
- Only 1 patient per specimen bag
- Patient information must be legible and correct for all items.
- All include preparer's initials.
- Do NOT Skip Lines.
- Send extra labels with tubes.
- Requisitions/labels face outward on the exterior pouch of the specimen bag.
- The transport form information must match the patient specimen bag.
- Any missed or overlooked steps will cause patient safety issues and delays in patient test results.



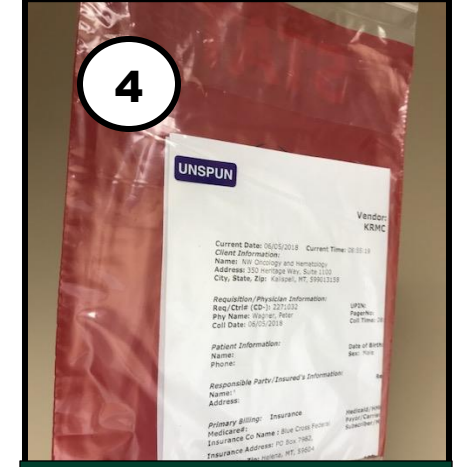
#1 Routine - Orange Bag



#2 UNSPUN– Red Bag + 1 Unspun Sticker



#3 STAT– Red Bag



#4 UNSPUN/STAT– Red Bag + 1 Unspun Sticker