

PATIENT ASSET TRANSPORT LABELS

Michigan Medicine Laboratories (MLabs) Patient Asset Transport Labels are supplied to ensure timely delivery and proper routing of referred patient assets.

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Consult Materials

Purpose: This label is used to aid with the shipping and receiving of inbound MLabs Anatomic Pathology consultation samples (slides and/or blocks) sent from the client location to MLabs. This safeguard is to ensure that the bag remains sealed until it reaches the Michigan Medicine AP accessioning area located at: NLNC Specimen Processing, 2800 Plymouth Rd Bldg. 35, Ann Arbor, Michigan, 48109.

Instructions:

- Place each set of patient assets (slides and blocks) into an individual zip lock bag or Slide and Block kit with the corresponding requisition, Pathology report, and other applicable paperwork.
- Gather all the individual bags/cases to be shipped and place those in a larger zip lock courier shipping bag, UPS Laboratory Pak, or FedEx Clinical Pak.
- Seal the top of the courier shipping bag or UPS/FedEx Pak.
- Remove the backing of the label.
- Place half of the Consult Materials label on one side at the top of the bag.
- Fold the second half over the top of the zip lock courier shipping bag or UPS/FedEx Pak and seal on the opposite side (see perforated line in center of label/fold over top of bag).
- Place the packaged samples in your designated area to be shipped.



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Transfer Case Materials

Purpose: This label is used to assist our Michigan Medicine accessioning area in identifying Anatomic Pathology transfer cases that were requested by Michigan Medicine from another health system or physician and sent from the client location to Michigan Medicine. **Example:** Our Michigan Medicine Rogel Cancer Center will often ask for slides from an outside faculty for a patient transferring care to our facility. This safeguard helps route the case to be properly billed and resulted to the requestor. When the borrowed assets are returned a copy of our pathology report will also be included. This precaution also assures the bag remains sealed until it reaches the Michigan Medicine AP accessioning area located at: NLNC Specimen Processing, 2800 Plymouth Rd Bldg. 35, Ann Arbor, Michigan, 48109.

Instructions:

- Place each set of patient assets (slides and blocks) into an individual zip lock bag or Slide and Block kit with the corresponding requisition, Pathology report, and other applicable paperwork.
- Gather all the individual bags/cases to be shipped and place those in a larger zip lock courier shipping bag, UPS Laboratory Pak, or FedEx Clinical Pak.
- Seal the top of the courier shipping bag or UPS/FedEx Pak.
- Remove the backing of the label.
- Place half of the Transfer Case Materials label on one side at the top of the bag.
- Fold the second half over the top of the zip lock courier shipping bag or UPS/FedEx Pak and seal on the opposite side (see perforated line in center of label/fold over top of bag).
- Place the packaged samples in your designated area to be shipped.



Additional Materials

Purpose: This label is used to assist our Michigan Medicine accessioning area in identifying and prioritizing Additional Materials that were requested by one of our Pathologists to perform stains or other ancillary testing needed to render a diagnosis on a previously submitted consult case. This precaution also assures the bag remains sealed until it reaches the Michigan Medicine AP accessioning area located at: NLNC Specimen Processing, 2800 Plymouth Rd Bldg. 35, Ann Arbor, Michigan, 48109.

Instructions:

- Place each set of patient assets (slides and blocks) into an individual zip lock bag or Slide and Block kit with the corresponding requisition and other applicable paperwork.
- Gather all the individual bags/cases to be shipped and place those in a larger zip lock courier shipping bag, UPS Laboratory Pak, or FedEx Clinical Pak.
- Seal the top of the courier shipping bag or UPS/FedEx Pak.
- Remove the backing of the label.
- Place half of the Additional Materials label on one side at the top of the bag.
- Fold the second half over the top of the zip lock courier shipping bag or UPS/FedEx Pak and seal on the opposite side (see perforated line in center of label/fold over top of bag).
- Place the packaged samples in your designated area to be shipped.

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IHC Tech Only Slides

Purpose: This label is used to aid with the shipping and receiving of inbound IHC Tech Only requests sent from the client location to MLabs. This safeguard is to assure the bag or envelope remains sealed until it reaches the Michigan Medicine AP accessioning area located at: NLNC Specimen Processing, 2800 Plymouth Rd Bldg. 35, Ann Arbor, Michigan, 48109.

Instructions:

- Place each set of patient assets (slides) into an individual zip lock bag or Slide and Block kit with the corresponding requisition, Pathology report, and other applicable paperwork.
- Gather all the individual bags/cases to be shipped and place those in a larger zip lock courier shipping bag, UPS Laboratory Pak, or FedEx Clinical Pak.
- Seal the top of the courier shipping bag or UPS/FedEx Pak.
- Remove the backing of the label.
- Place half of the IHC Tech Only Slides label on one side at the top of the bag.
- Fold the second half over the top of the zip lock courier shipping bag or UPS/FedEx Pak and seal on the opposite side (see perforated line in center of label/fold over top of bag).
- Place the packaged samples in your designated area to be shipped.



Molecular Diagnostics Slides/Blocks

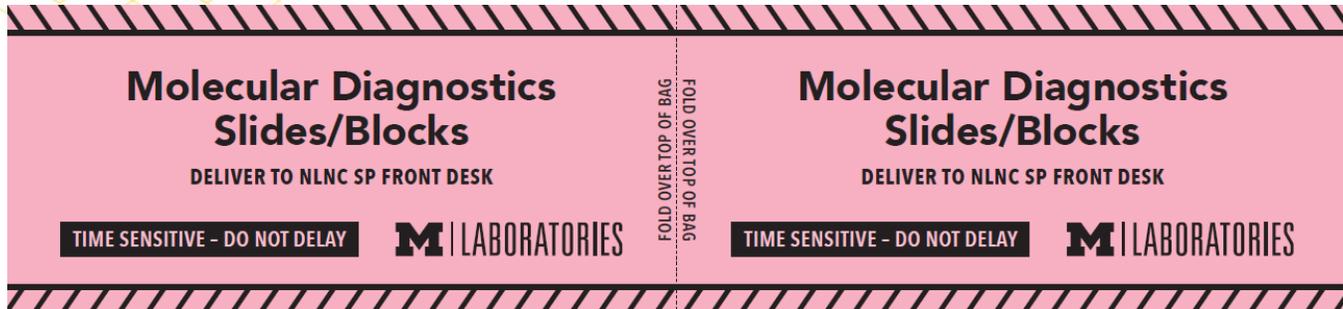
Purpose: This label is used to aid with the shipping and receiving of inbound slides and/or blocks sent from the client location to MLabs for Molecular Diagnostics testing. This safeguard is to assure that packages containing these types of specimens are prioritized and routed appropriately.

Instructions:

- Place each set of patient assets (slides and blocks) into an individual zip lock bag or Slide and Block kit with the corresponding requisition and other applicable paperwork.
- Gather all the individual bags/cases to be shipped and place those in a larger zip lock courier shipping bag, UPS Laboratory Pak, or FedEx Clinical Pak.

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- Seal the top of the courier shipping bag or UPS/FedEx Pak.
- Remove the backing of the label.
- Place half of the Molecular Diagnostics Slides/Blocks label on one side at the top of the bag.
- Fold the second half over the top of the zip lock courier shipping bag or UPS/FedEx Pak and seal on the opposite side (see perforated line in center of label/fold over top of bag).
- Place the packaged samples in your designated area to be shipped.

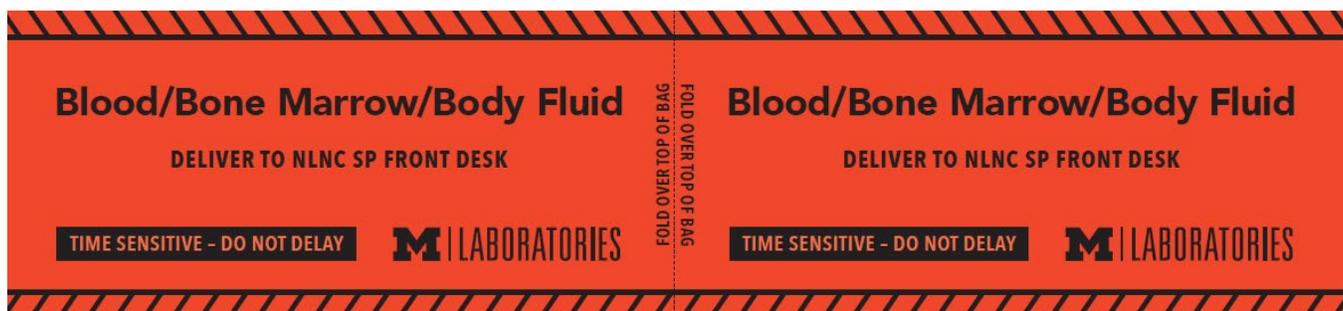


Blood/Bone Marrow/Body Fluid

Purpose: This label is used to aid with the shipping and receiving of inbound blood, bone marrow, or body fluid specimens sent from the client location to MLabs. This safeguard is to assure that packages containing these types of specimens are prioritized to be opened and processed right away to maintain optimal specimen integrity.

Instructions:

- Place each set of patient specimens into an individual zip lock bag or collection and transport kit box with the corresponding requisition and other applicable paperwork.
- Gather all the individual bags/cases to be shipped and place those in a larger zip lock courier shipping bag, UPS Laboratory Pak, or FedEx Clinical Pak.
- Seal the top of the courier shipping bag or UPS/FedEx Pak.
- *Note: a Blood/Bone Marrow/Body Fluid label will be pre-affixed to shipping bags provided with applicable MLabs specimen collection and transport kits.*
- Remove the backing of the label.
- Place half of the Blood/Bone Marrow/Body Fluid label on one side at the top of the bag.
- Fold the second half over the top of the zip lock courier shipping bag or UPS/FedEx Pak and seal on the opposite side (see perforated line in center of label/fold over top of bag).
- Place the packaged samples in your designated area to be shipped.



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Surgical/Biopsy Specimens

Purpose: This label is used to aid with the shipping and receiving of inbound surgical or biopsy specimens sent from the client location to MLabs. This safeguard is to assure that packages containing these types of specimens are prioritized to be opened and processed right away to maintain optimal specimen integrity.

Instructions:

- Place each set of patient specimens into an individual zip lock bag or collection and transport kit box with the corresponding requisition and other applicable paperwork.
- Gather all the individual bags/cases to be shipped and place those in a larger zip lock courier shipping bag, UPS Laboratory Pak, or FedEx Clinical Pak.
- Seal the top of the courier shipping bag or UPS/FedEx Pak.
- *Note: a Surgical/Biopsy Specimen label will be pre-affixed to shipping bags provided with applicable MLabs specimen collection and transport kits.*
- Remove the backing of the label.
- Place half of the Surgical/Biopsy Specimen label on one side at the top of the bag.
- Fold the second half over the top of the zip lock courier shipping bag or UPS/FedEx Pak and seal on the opposite side (see perforated line in center of label/fold over top of bag).
- Place the packaged samples in your designated area to be shipped.



Fresh Muscle Specimen

Purpose: This label is used to aid with the shipping and receiving of inbound fresh muscle biopsy specimens sent from the client location to MLabs. This safeguard is to assure that packages containing these types of specimens are prioritized to be opened and processed right away to maintain optimal specimen integrity.

Instructions:

- Package the muscle biopsy specimens into the collection and transport kit box with the corresponding requisition and other applicable paperwork.
- Place the kit in a zip lock courier shipping bag.
- Seal the top of the courier shipping bag.
- *Note: a Fresh Muscle Specimen label will be pre-affixed to shipping bags provided with the MLabs Fresh Muscle Biopsy collection and transport kit.*
- Remove the backing of the label.
- Place half of the Fresh Muscle Specimen label on one side at the top of the bag.
- Fold the second half over the top of the zip lock courier shipping bag and seal on the opposite side (see perforated line in center of label/fold over top of bag).
- Place the packaged samples in your designated area to be shipped. Fresh tissue specimens should be shipped via courier to arrive within four (4) hours of the biopsy, Monday through Friday 7:00 AM – 5:00 PM, excluding holidays.

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IHC Returning Slides

Purpose: This label is used to aid with the shipping and receiving of outbound IHC Tech Only return materials sent from MLabs to the client location. This label will be placed on outgoing IHC slides sent from Michigan Medicine Laboratories to the referring client location to provide a visual reference to assist the client in easily identifying that the shipment contains returned IHC slides that had been sent for IHC Tech Only services.



STAT/RUSH Return Materials

Purpose: This label is used to aid with the shipping and receiving of STAT or RUSH return materials (slides and blocks) sent from MLabs to the client location. This label will be placed on outgoing materials from Michigan Medicine Laboratories to the referring client location to provide a visual reference to assist the client in easily identifying that the shipment contains returned materials that the client has requested be returned via STAT or RUSH delivery.

