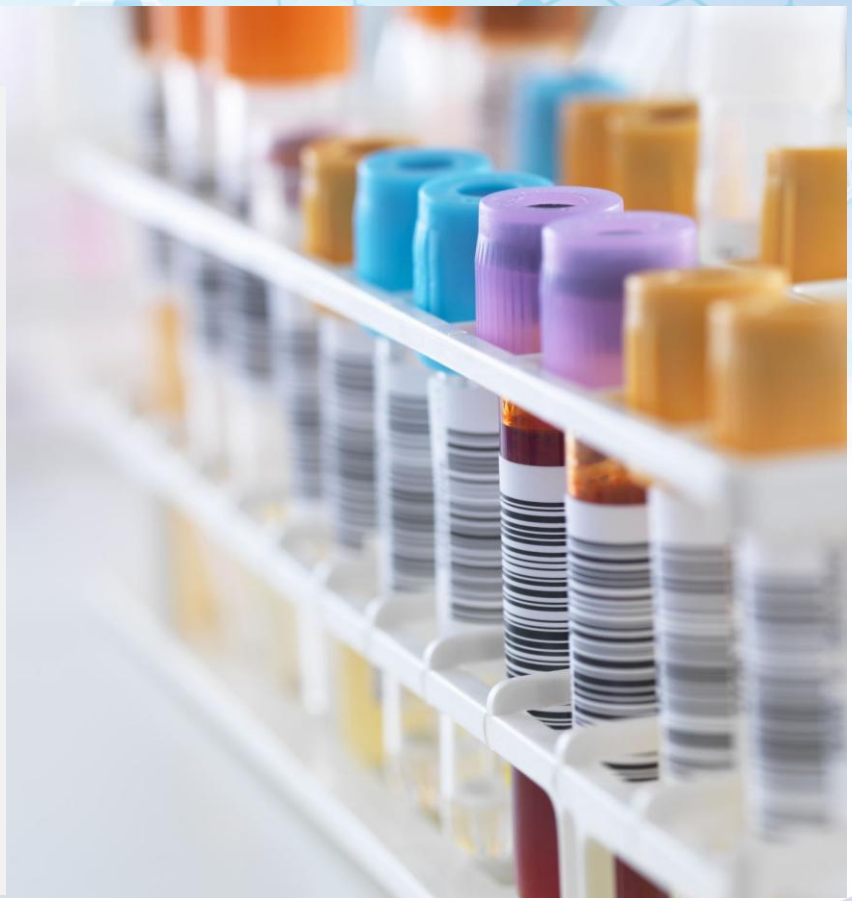
Completing Standard Clinical Collections in FormFox

Standard Clinical Collections
Table of Contents

- Supply Ordering
- Standard Clinical Kit
- Labeling
- Shipping
- Summary



Clinical orders may be completed on a PC or iPad

- If you don’t have a barcode scanner, you will carefully key in the authorization barcodes and Specimen IDs when prompted.
- If the order includes additional services (i.e., Non-DOT Urine, non-DOT Physicals), please continue to complete those services as you normally would.

Make sure you have supplies for all test events

- Reordering supplies is the clinic's responsibility.
- Please allow 5-7 business days for order delivery.
- Keeping a 1-month supply on hand is recommended.

Standard Clinical and QuantiFERON-TB Gold Kits

Fill out and email a completed Clinical Supply Order Form to training@formfox.com

Download Clinical Supply Order Form

FORMFOX MARKETPLACE CLINICAL SUPPLY ORDER

SEND TO: FORMFOX TRAINING TEAM
EMAIL: TRAINING@FORMFOX.COM
Please visit the Fulfillment Center to order DOT and Non-DOT supplies:
Fulfillment Center - Login (crlcorp.com)

Date Requested:

SHIPPING INFORMATION: Please fill-in information below

CLINIC NAME:
SHIPPING ADDRESS:
CITY: **STATE:** **ZIP:**
ORDER CONTACT: **PHONE:** **EMAIL:**

QUANTITY	DESCRIPTION	ITEM CODE
Clinical Supplies		
	Clinical Kit (includes shipping supplies)	KCBL-910042
QuantiFERON Kit		
	Single, QuantiFERON collection kit (includes shipping supplies)	KCBL-910041

Please allow 5-7 business days for order delivery

Email completed form to training@formfox.com

FormFox Labels

Email the FormFox Implementation Team - training@formfox.com

Clinical Collections will be Pre-Ordered

Always ask the patient if they have an Authorization Form.

Marketplace services will be indicated by the Marketplace logo on the top left corner of the form.

All ordered services will be listed in this section.

- If Clinical services are ordered alongside other services, perform these as you normally would.
- For Clinical collections, you will not see the tube types listed on this form.
- The tubes needed for the order will be presented in the FormFox workflow when you launch the test event on your PC or iPad.

CRL formfox | Marketplace

65376635

Experiencing issues? Please contact our support team at 877-376-3691.

DONOR INFORMATION

FRED T. FOX
SSN: EmpID: ****JOPZ

EXAMPLE

YOUR SITE IS:
ABC Clinic
123 Demo St.
SLC, UT 84101
801-461-9627

INSTRUCTIONS:
•CALL the site to confirm hours and if an appointment is needed at 801-461-9627
•BRING THIS FORM and a VALID PHOTO ID to the site.
•Your visit must be completed before 7:00AM on August 16, 2023 EDT Eastern Standard Time

CLINIC INFORMATION

INSTRUCTIONS:
You must enter/scan the authorization number above and complete the services below in FormFox to be automatically paid for these Marketplace services.

GUARANTOR/RESPONSIBLE PARTY: **CRL/FormFox Marketplace**
Do not invoice the client/TPA for these Marketplace services.

SERVICES TO PROVIDE:	REASON FOR TEST:	ACCOUNT #:
Non-DOT Urine	Pre-Employment Urine	TEST.CMKT.REF1
Non-DOT Physical	Pre-Employment	TEST.CMKT.REF1
Clinical Specimen Collection	Pre-Employment	TEST.CMKT.REF1

Do not write in services below.

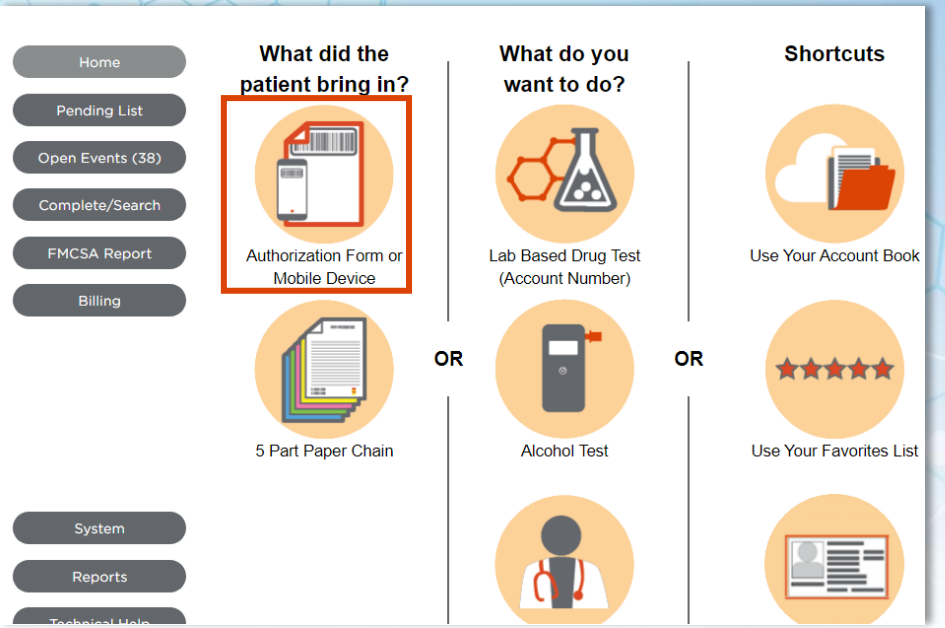
EMPLOYER:
Test Company
110 Wall St.
New York, NY 1005

DER:
XYZ DER
877-376-3691

Standard Clinical Collection Kit Includes:

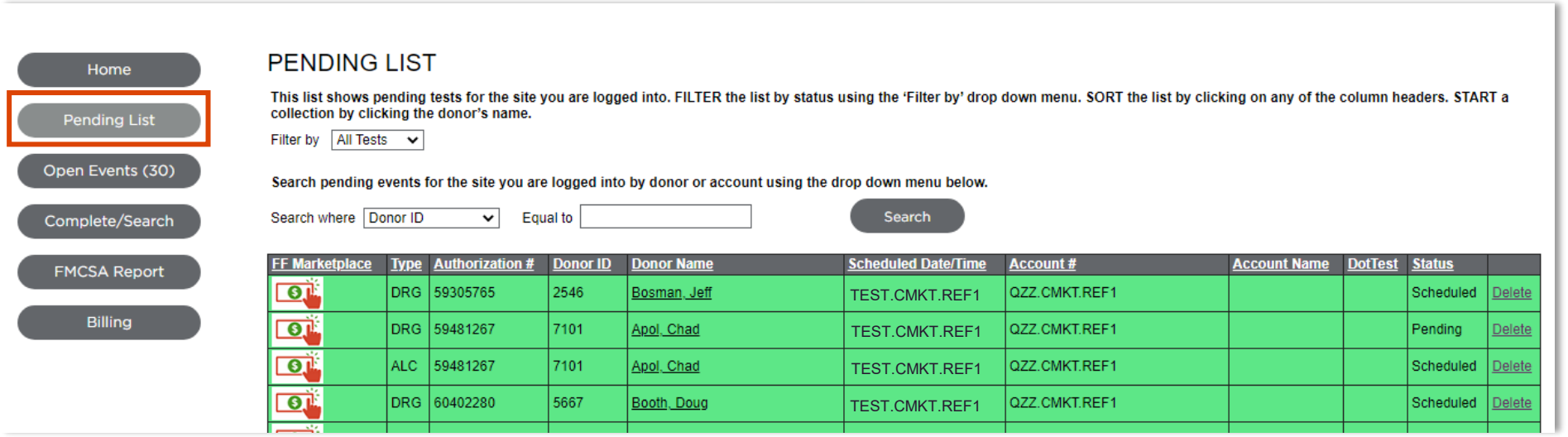
- **Royal Blue** -K2 EDTA Tube
- **Tiger Top** - Serum Separator Tube (SST)
- **Red Top** – Serum Transfer Tube
- **Lavender Top** – K3 EDTA Tube
- **Yellow Top** – Urine Analysis (UA) Tube
- Specimen bag with absorbent pad
- Pop-up specimen shipping box
- Small Clinical mailer bag
- Pre-printed shipping label

Begin a Clinical order by clicking on the Authorization Form or Mobile Device icon.



If the donor doesn't have their authorization form with them, check your **Pending List.**

If you cannot locate the test on this page, Please Call (877) 376-3691.

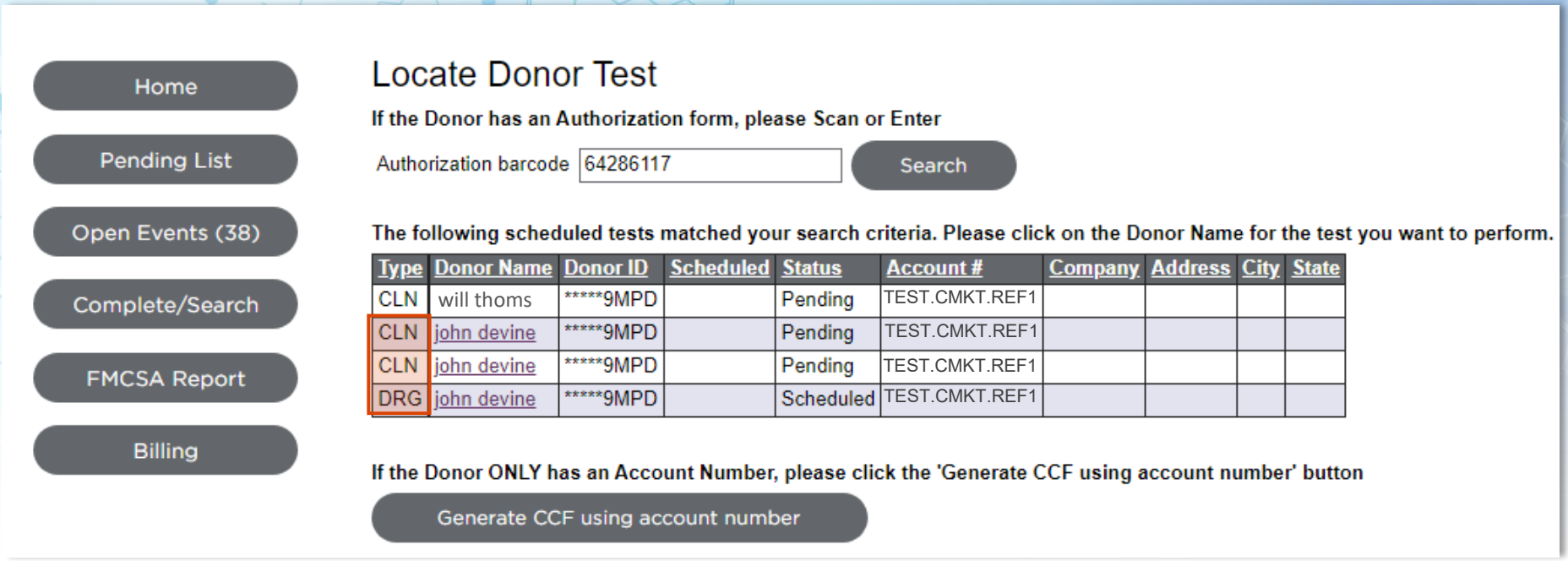


FF Marketplace	Type	Authorization #	Donor ID	Donor Name	Scheduled Date/Time	Account #	Account Name	DotTest	Status	
	DRG	59305765	2546	Bosman, Jeff	TEST.CMKT.REF1	QZZ.CMKT.REF1			Scheduled	Delete
	DRG	59481267	7101	Apol, Chad	TEST.CMKT.REF1	QZZ.CMKT.REF1			Pending	Delete
	ALC	59481267	7101	Apol, Chad	TEST.CMKT.REF1	QZZ.CMKT.REF1			Scheduled	Delete
	DRG	60402280	5667	Booth, Doug	TEST.CMKT.REF1	QZZ.CMKT.REF1			Scheduled	Delete

If you need additional information about the Pending List, view the video tutorial here.

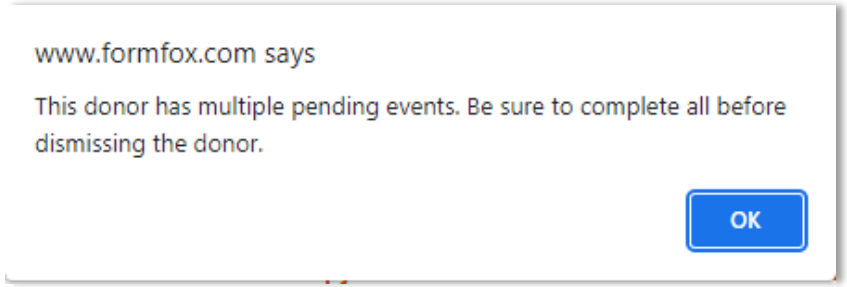
Scan/key in the authorization barcode

The ordered events will appear in the grid



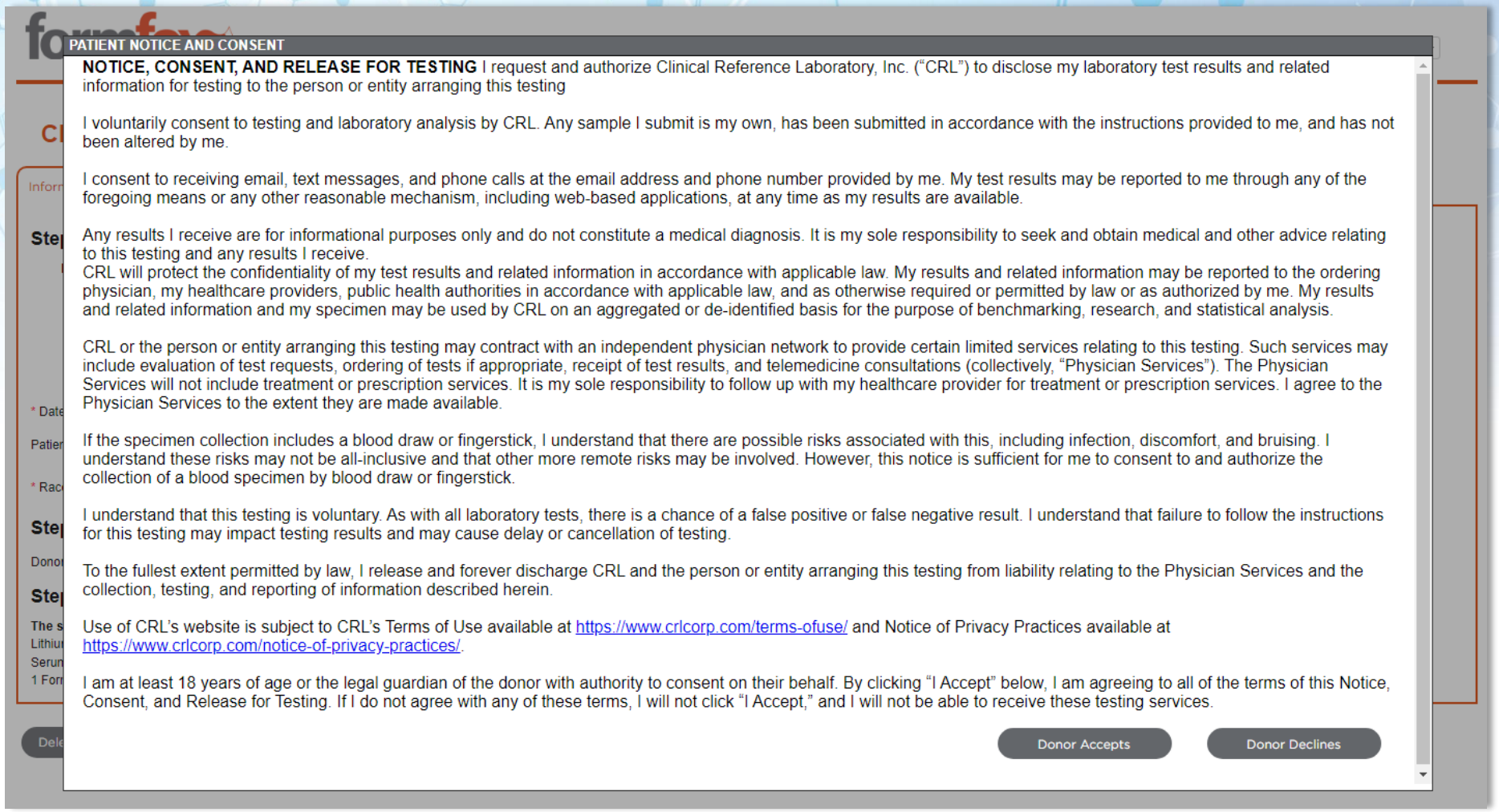
A pop-up message will let you know if there are multiple pending events for the donor.

Please do not dismiss the donor until all ordered events have been completed.



- Click on any ordered urine tests (DRG) to open and complete the Urine workflow.
- If there are multiple clinical events (CLN) for the donor, you will only need to click on one of the clinical events to complete all ordered clinical tests. All clinical events will appear in one workflow.
- You do not need to click on each clinical event entry in the grid.

At the beginning of the clinical workflow, donors will be asked to accept or decline the terms of the Notice, Consent, and Release for Testing.

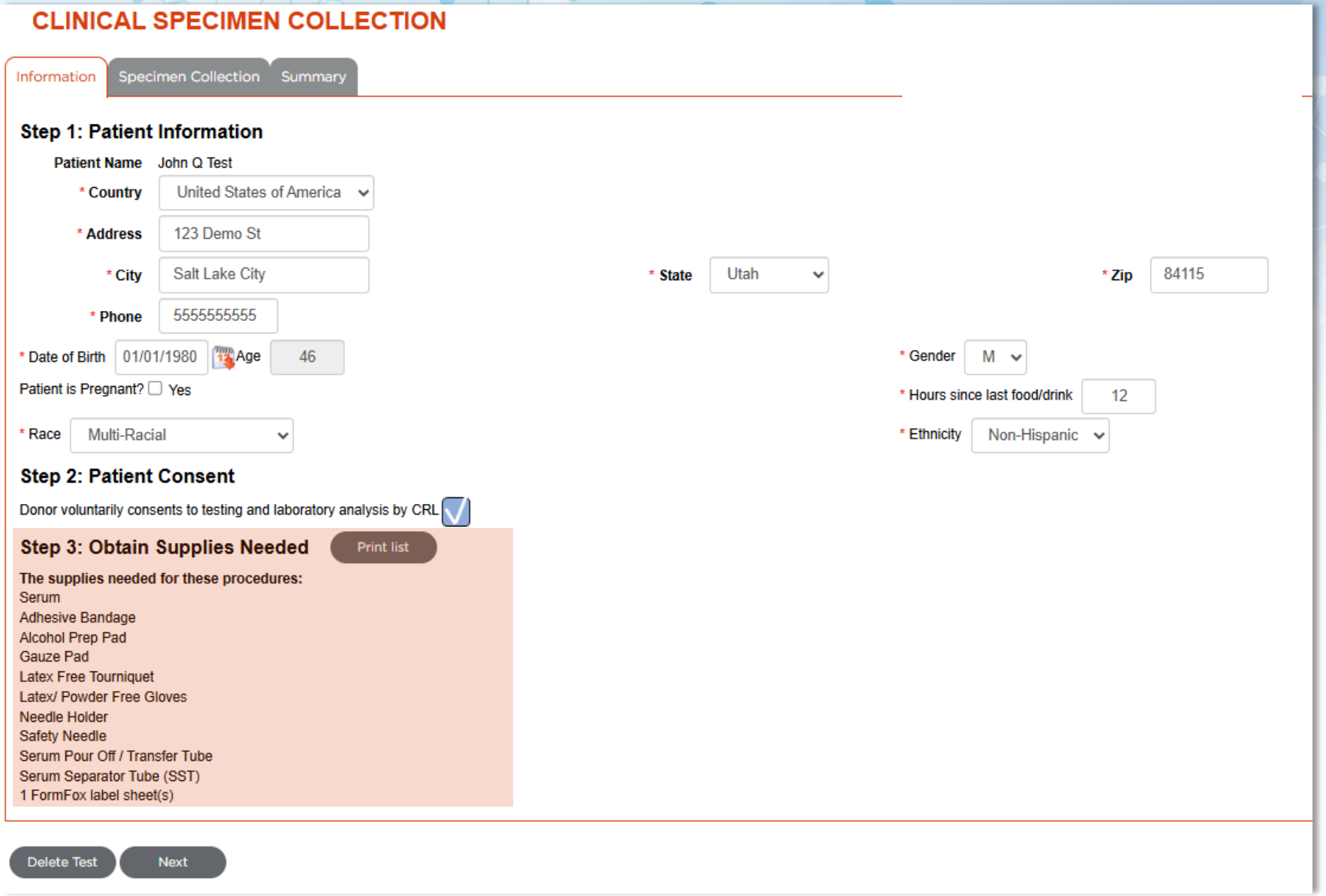


The Clinical workflow has three tabs.

Complete all the fields in the Information tab.

Step 3 will list the supplies needed. A printable list is available in this section as well.

Make sure you have a FormFox specimen ID label with you during the collection.



Follow the on-screen instructions for collections.

If there are multiple tests requiring serum in the order, you will only need to collect **ONE TUBE (red top transfer tube) for all.**

If there are multiple clinical tests ordered (royal blue top, purple top, etc.) you will need to collect **ONE TUBE for each**.

Information | Specimen Collection | Summary

GMM must be written on all containers.

Use the Clinical labels

Step 4 PERFORM COLLECTIONS

BLOOD DRAW

Serum

Wash hands thoroughly before beginning any phlebotomy procedure. Be sure to check expiration dates on tubes before proceeding. DO NOT USE EXPIRED TUBES.

Collection: Serum separator tube (SST) or serum tube (chemistry and immunology testing)

- Fill tube completely
- Gently invert five (5) to ten (10) times
- Allow tube to clot for thirty (30) minutes to one (1) hour at room temperature.
- Centrifuge clotted tube for fifteen (15) minutes at high speed.
- Transfer serum to red capped transfer tube (be careful not to transfer red blood cells)
- Discard SST tube after transfer.
- Testing will not be performed on tubes received un-centrifuged.

Scan or enter barcode

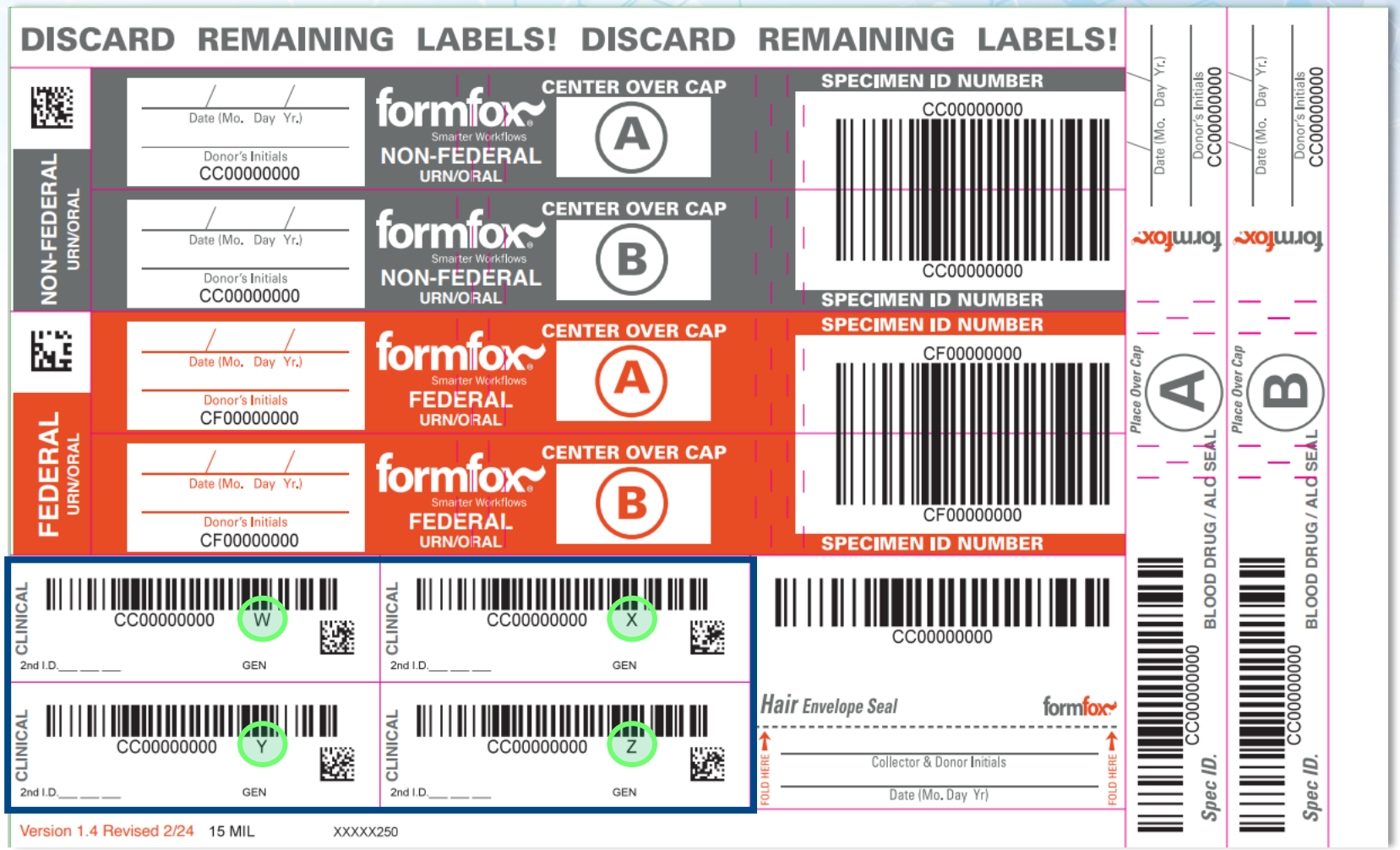
Unable to Draw | Submit | Tube Instructions

As tubes are collected, apply FormFox Clinical labels.

If a urine collection is included in the order, you will use **2 FormFox label pods** for each order. One label pod will be used for the urine collection. The second label pod will be used for the clinical workflow.

Clinical collections will use the white Clinical labels on the bottom-left of the label pod and end in W,X, Y, or Z.

You will place a clinical label on each tube being sent to the laboratory.



Scan or enter the specimen ID number for each associated tube.

Make sure to include the letter at the end of the ID: **W, X,Y, or Z.**

Information | Specimen Collection | Summary

GMM must be written on all containers.

Use the Clinical labels

Step 4 PERFORM COLLECTIONS

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- Discard SST tube after transfer.
- Testing will not be performed on tubes received un-centrifuged.

Scan or enter barcode

CC08040333W

Unable to Draw | Submit | Tube Instructions

Locate the **3 letter Identification Key**. Three letters will be generated during each clinical workflow session and serve as the donor's second identifier. You will write this Identification Key on the FormFox clinical specimen ID label on each tube.

Information | Specimen Collection | Summary

GMM must be written on all containers.

Use the Clinical labels

Step 4 PERFORM COLLECTIONS

BLOOD DRAW

Serum

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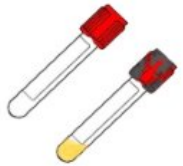

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- Discard SST tube after transfer.
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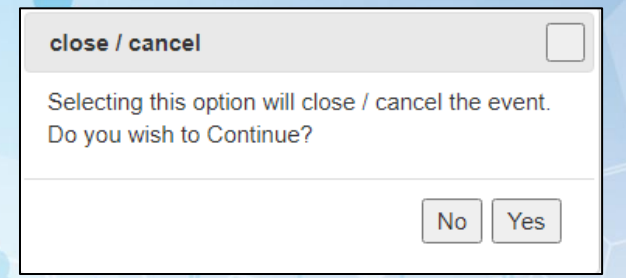
Scan or enter barcode

CC08040333W

Unable to Draw | Submit | Tube Instructions

Register and label each tube collected.
Click on **Submit** to move onto the next step.

If **Unable to Complete Draw** is clicked, you will see the close/cancel window.
Selecting Yes in this window will end/close the clinical workflow.



Information | Specimen Collection | Summary

GMM must be written on all containers.

Use the Clinical labels

Step 4 PERFORM COLLECTIONS

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- Testing will not be performed on tubes received un-centrifuged.

Scan or enter barcode

CC08040333W

Unable to Draw | Submit | Tube Instructions

The **Summary** tab is where you can review the specimen IDs entered. Double-check that the unique identification key is written on the specimen ID labels affixed to the tubes being sent to the lab.

Note: For serum collections, you will only send the poured off serum transfer tube to the lab.

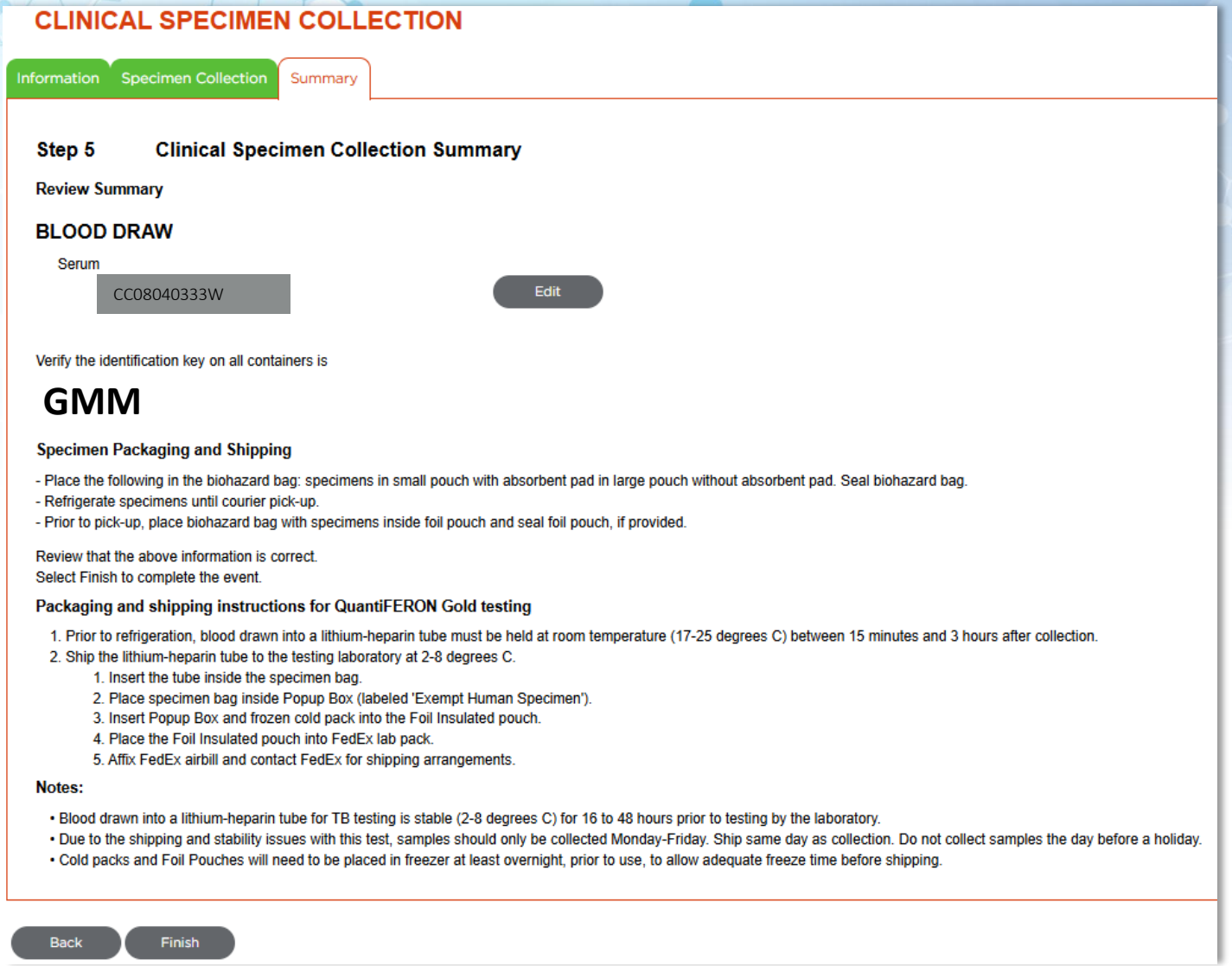
General Clinical Specimen Packaging and Shipping Instructions:

Place clinical specimen tubes in the biohazard bag included in the Clinical kit.

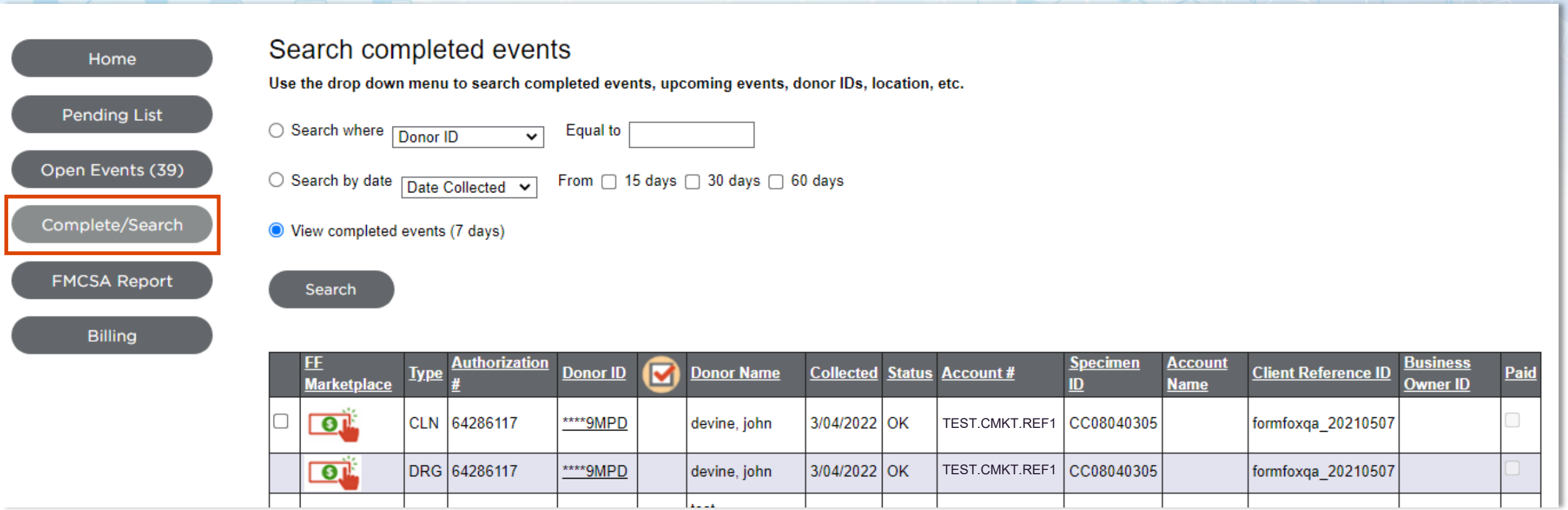
Place the bag into the included "Exempt Human Specimen box."

Place the box into included FedEx lab pack.

Affix the FedEx airbill and contact FedEx for shipping arrangements.



If you would like a copy of the clinical report for your records, visit your **Complete/Search** page. Click on the completed event in the grid to open the event details.

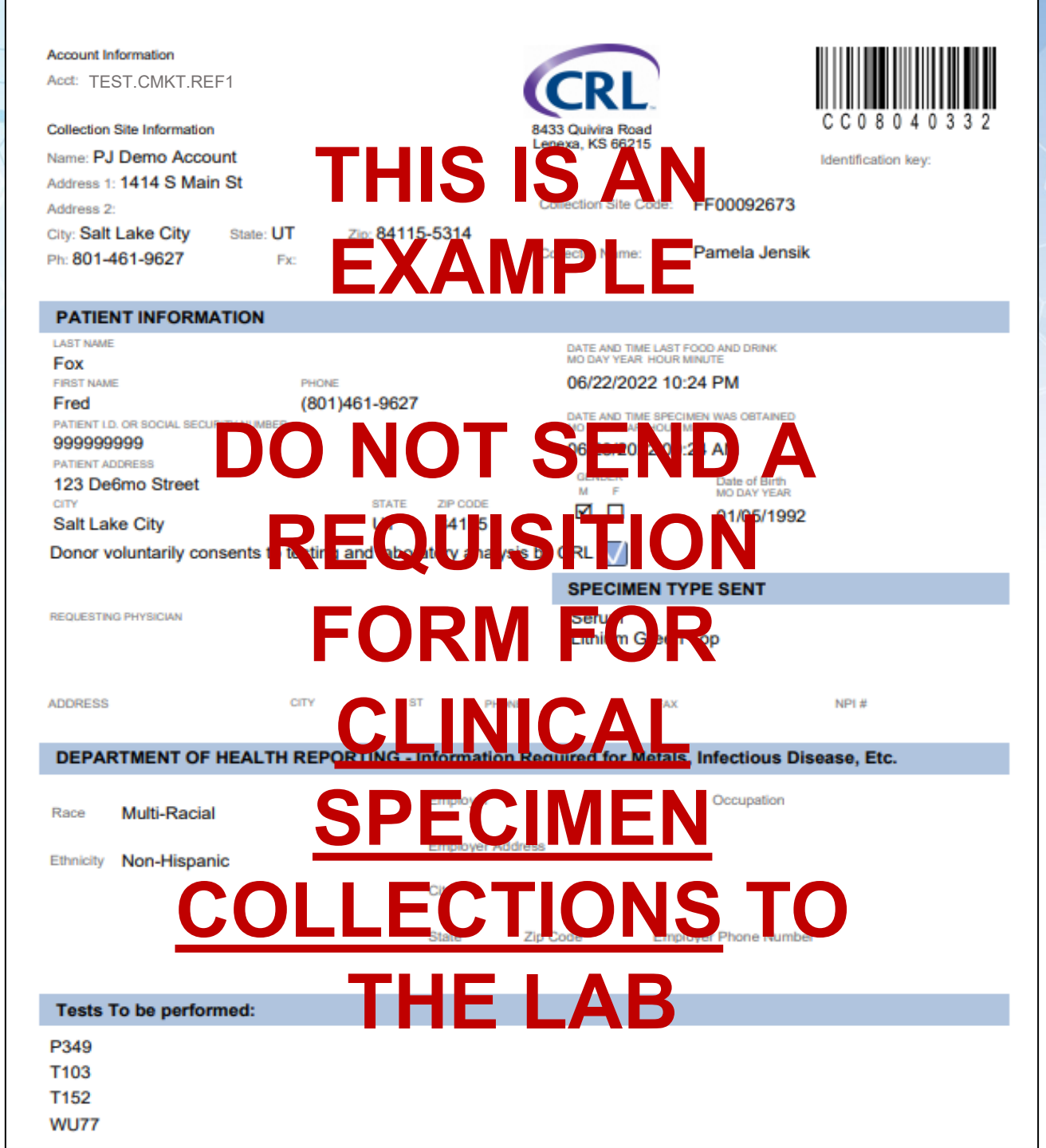


CLINICAL SPECIMEN COLLECTION

Close | Report

DO NOT send a requisition form to CRL for clinical specimen collections.

Like CRL Non-DOT urine collections, a physical / printed CCF is not required to accompany clinical specimen collections sent to CRL.

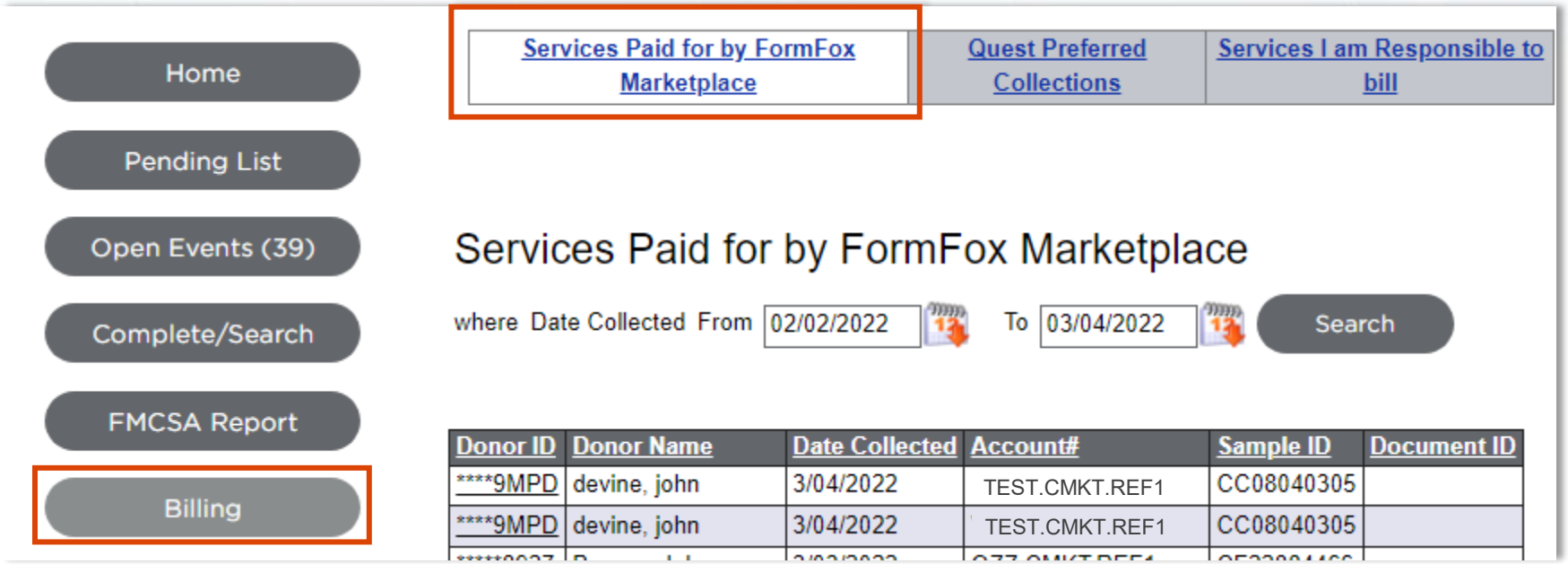


THIS IS AN EXAMPLE

DO NOT SEND A REQUISITION FORM FOR CLINICAL SPECIMEN COLLECTIONS TO THE LAB

REMINDER: All Marketplace orders will be paid by FormFox as long as you complete the test events in FormFox.

- Events will appear in the Services Paid for by FormFox Marketplace section of your Billing page.
- A review of the FormFox Billing module is available here.
- If you have Marketplace Billing questions, please email marketplaceadmin@formfox.com with the specimen ID.



Standard Clinical Collection Summary:

- Make sure you keep enough **supplies** on hand for Clinical Collections.
- If there are multiple tests requiring **serum** in the order, you will only need to collect **one tube (red top serum transfer tube) for all.**
- If there are multiple other clinical tests ordered (royal blue top, purple top, etc.) you will need to collect **one tube for each**.
- Label each tube with a **Clinical Label**. Include the letter (**W,X,Y,Z**) when registering the container.
- Write the **3-letter Identification Key** on each tube label.
- Package all Clinical specimens for the order together:

  Specimen Bag > Pop-up Box > FedEx Lab Pack > Affix Airbill
- **DO NOT** send a requisition form to CRL with clinical specimen collections.

If you need assistance with the clinical workflow process:
Call: 877-376-3691 opt 2
Email: clinical@formfox.com

If you have **Marketplace Billing** questions,
please email the Specimen ID of the test event
to marketplaceadmin@formfox.com.