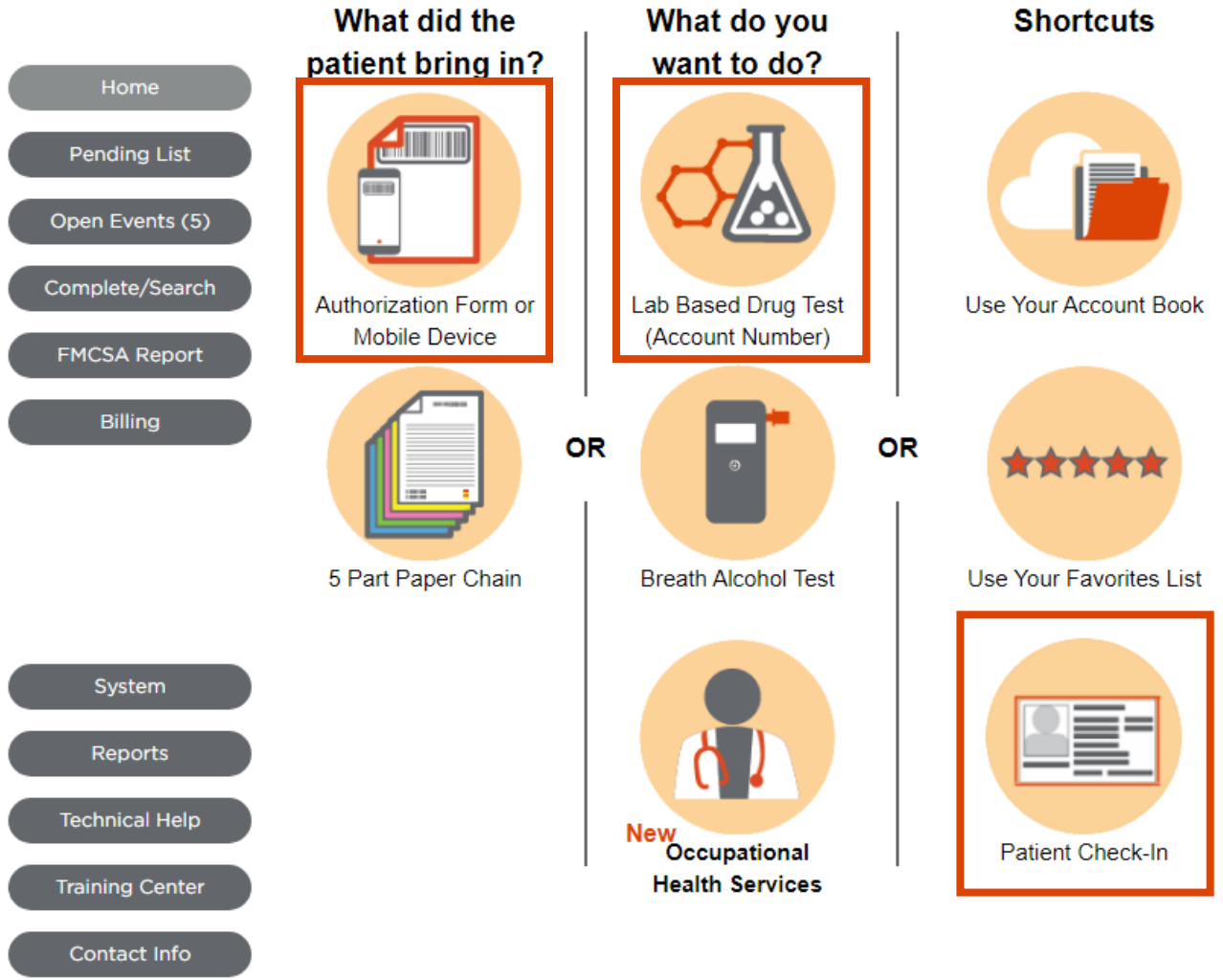
How to Complete an Oral Fluid (Saliva Drug) Collection in FormFox

How to begin an Oral Fluid Collection

A lab-based oral fluid collection can be pre-ordered (Authorization Form icon) or started from scratch.

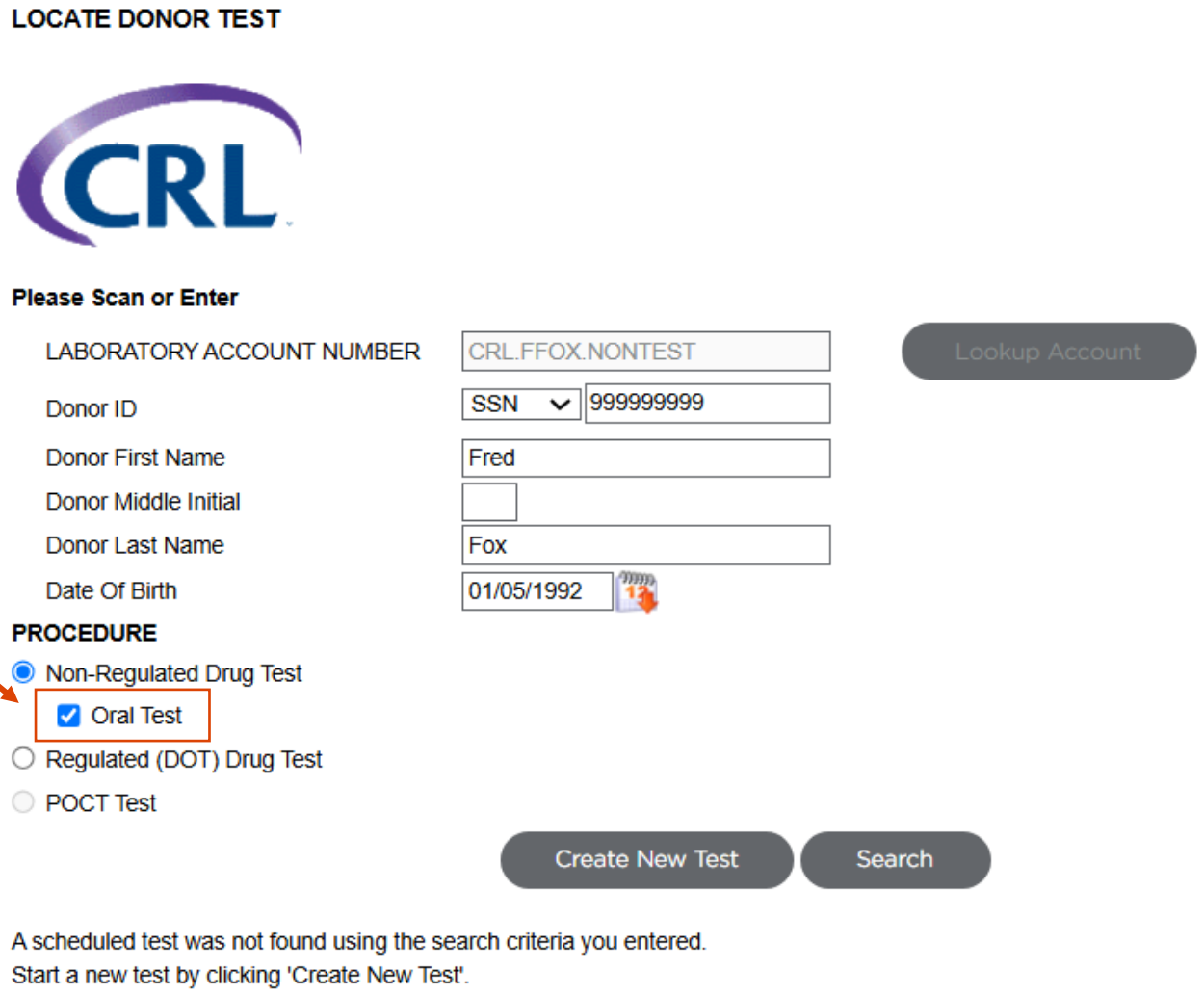
Use Lab Based Drug Test icon or Patient Check-In icon.

This workflow will require a laboratory account number set up for an oral test.



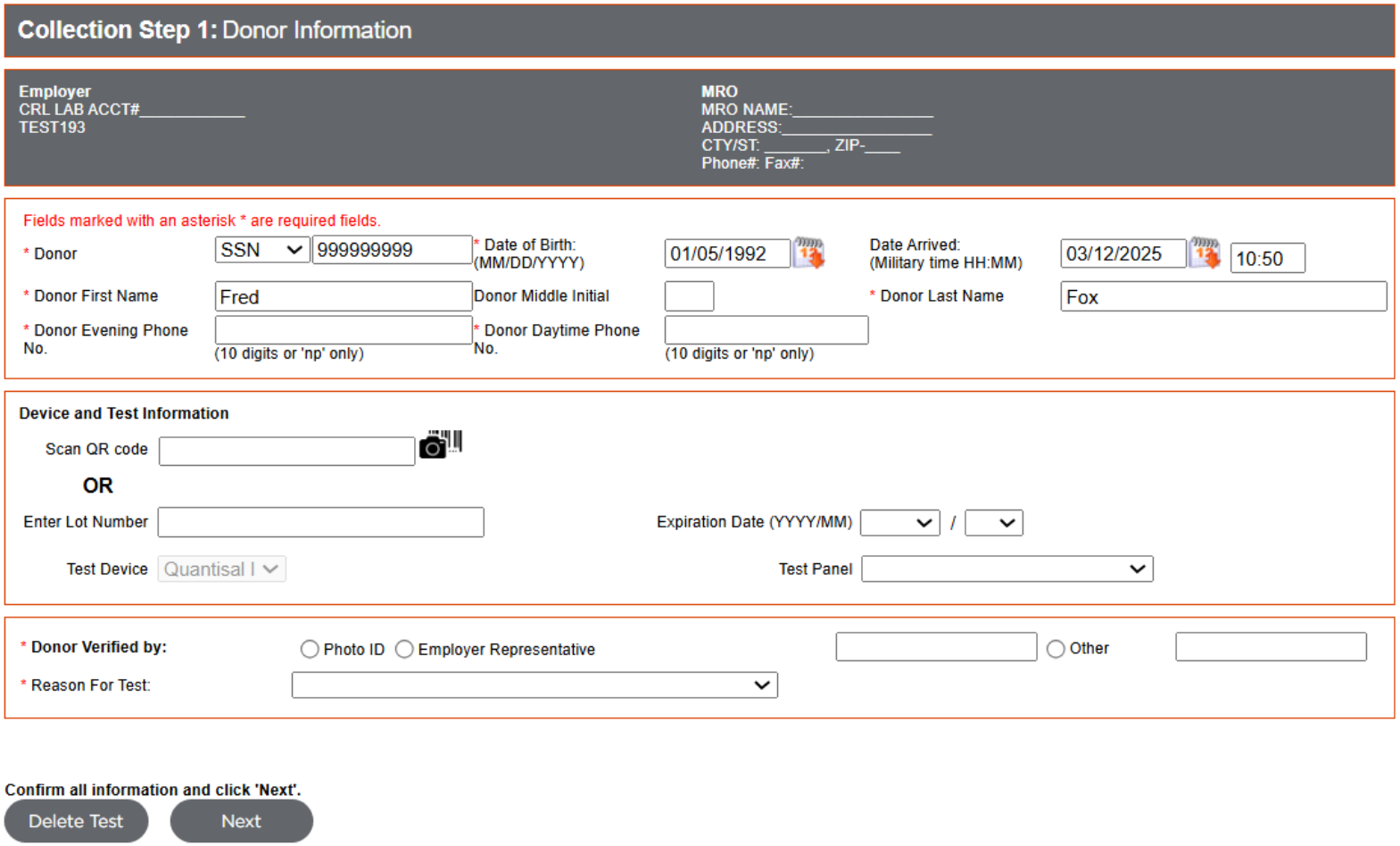
Select “Oral Test” if prompted

If you begin an oral test from scratch, please make sure you have “Oral Test” selected if prompted on the screen.



Step 1

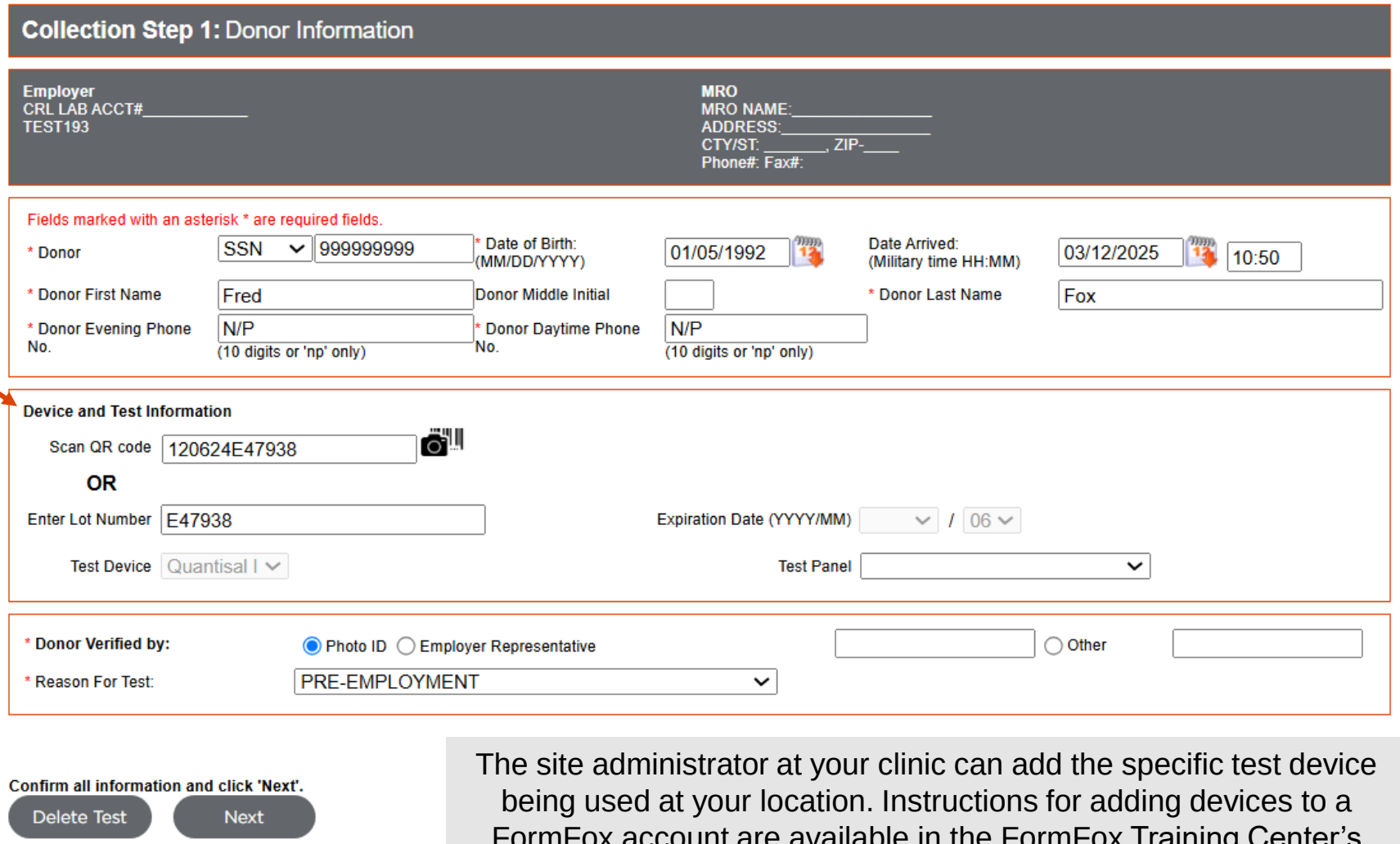
Complete donor information from top to bottom, ensuring that all required fields are filled out.



Step 1

Under Device and Test Information, enter the Lot Number and Expiration Date from the device. You can also scan the device QR code.

Select the Test Panel from the drop-down menu.



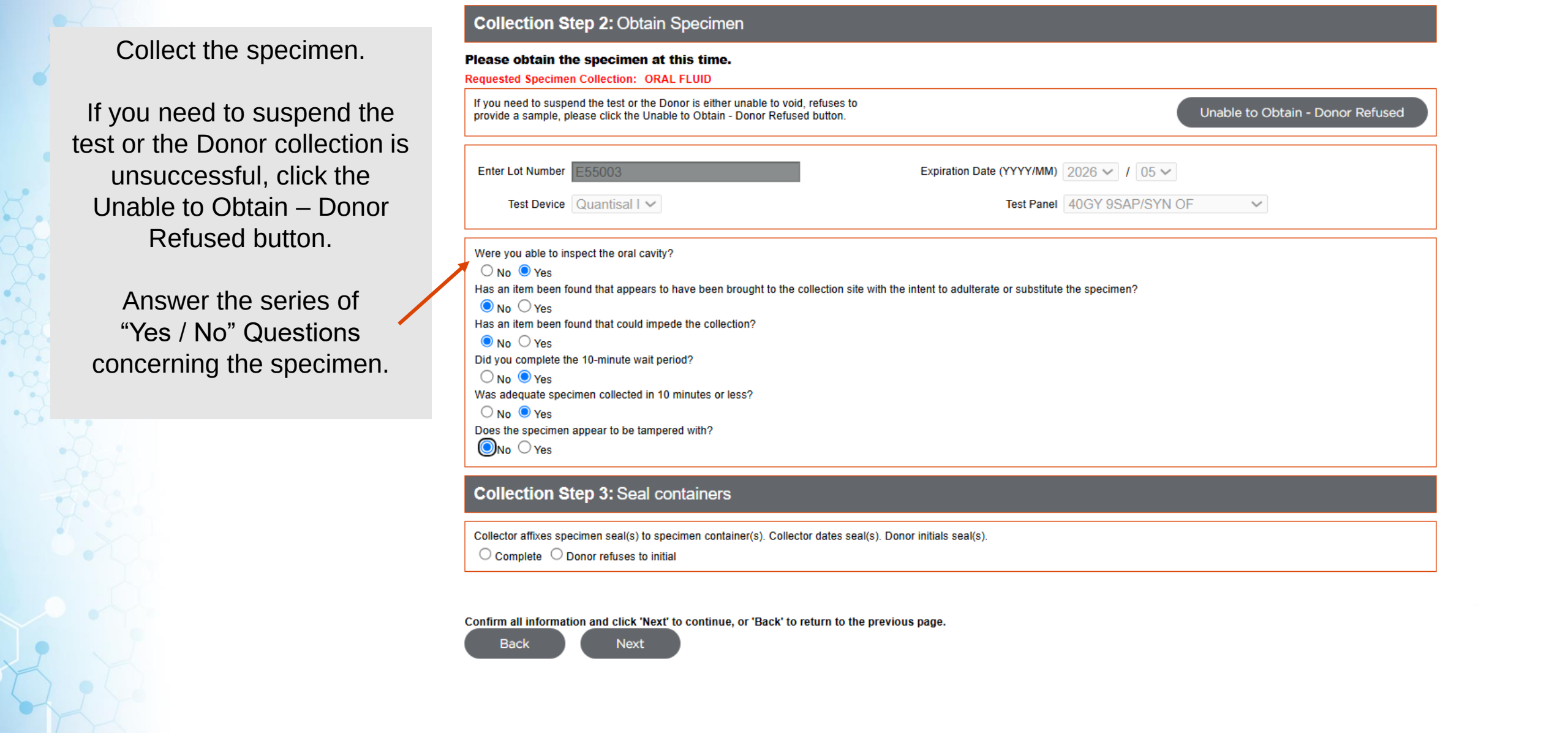
The site administrator at your clinic can add the specific test device being used at your location. Instructions for adding devices to a FormFox account are available in the FormFox Training Center's Admin Portal.

Step 2

Collect the specimen.

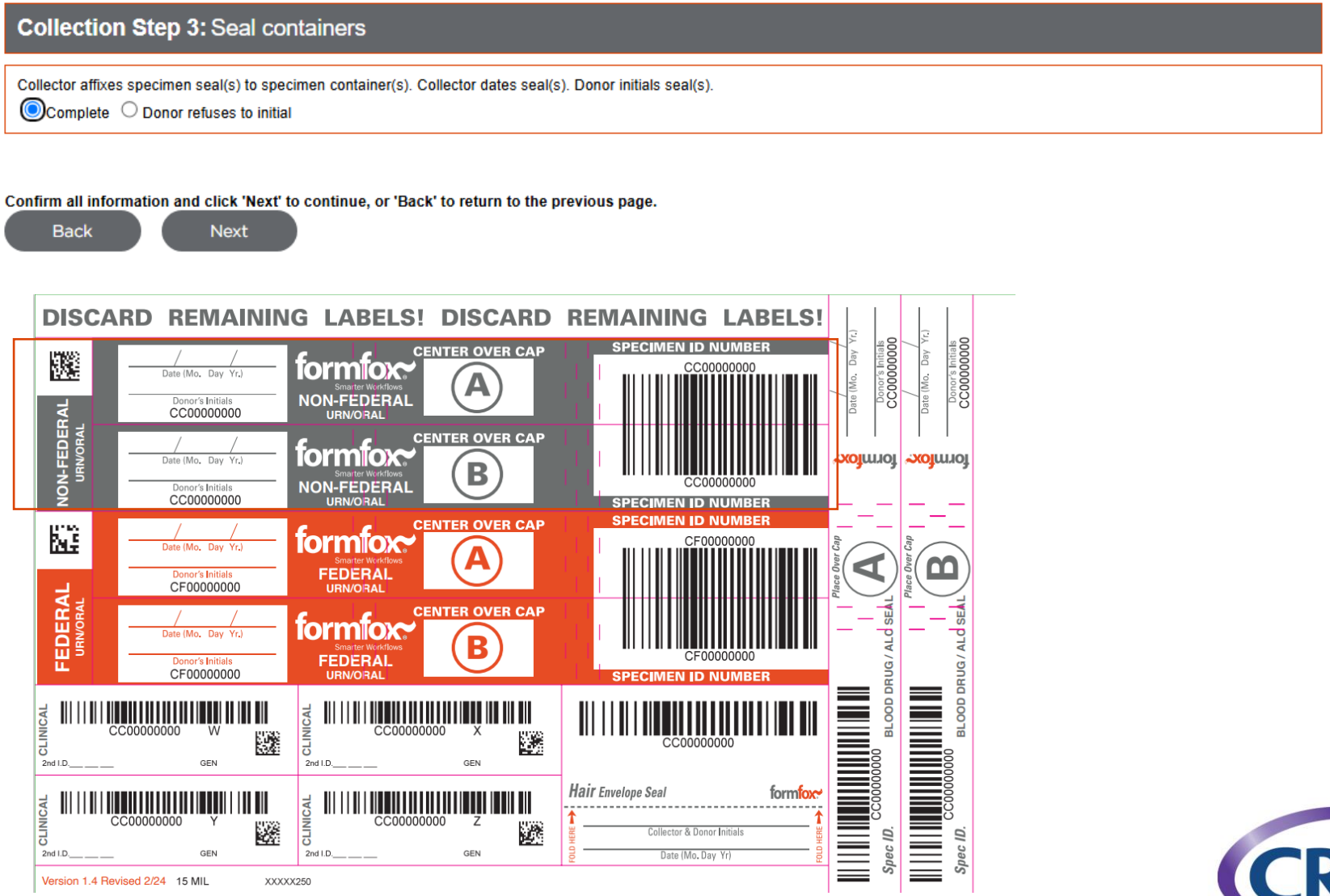
If you need to suspend the test or the Donor collection is unsuccessful, click the Unable to Obtain – Donor Refused button.

Answer the series of “Yes / No” Questions concerning the specimen.



Step 3 – Which FormFox label do I use?

Use the gray Non-Federal URN / ORAL labels to seal the oral fluid container(s).



Step 3 – How do I place the label?

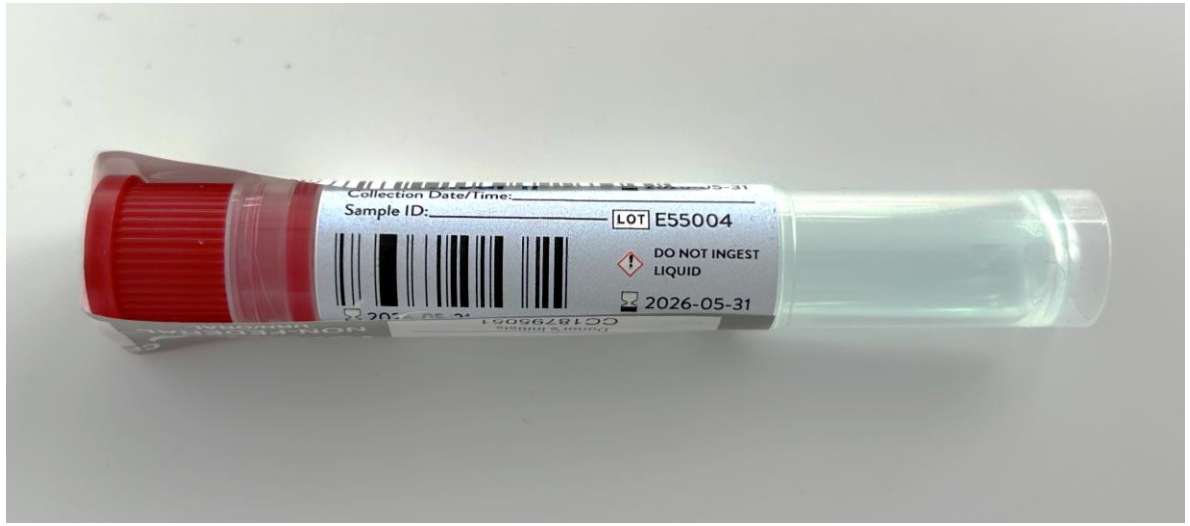
Collection Step 3: Seal containers

Collector affixes specimen seal(s) to specimen container(s). Collector dates seal(s). Donor initials seal(s).

(•) Complete ( ) Donor refuses to initial

Confirm all information and click 'Next' to continue, or 'Back' to return to the previous page.

Back Next

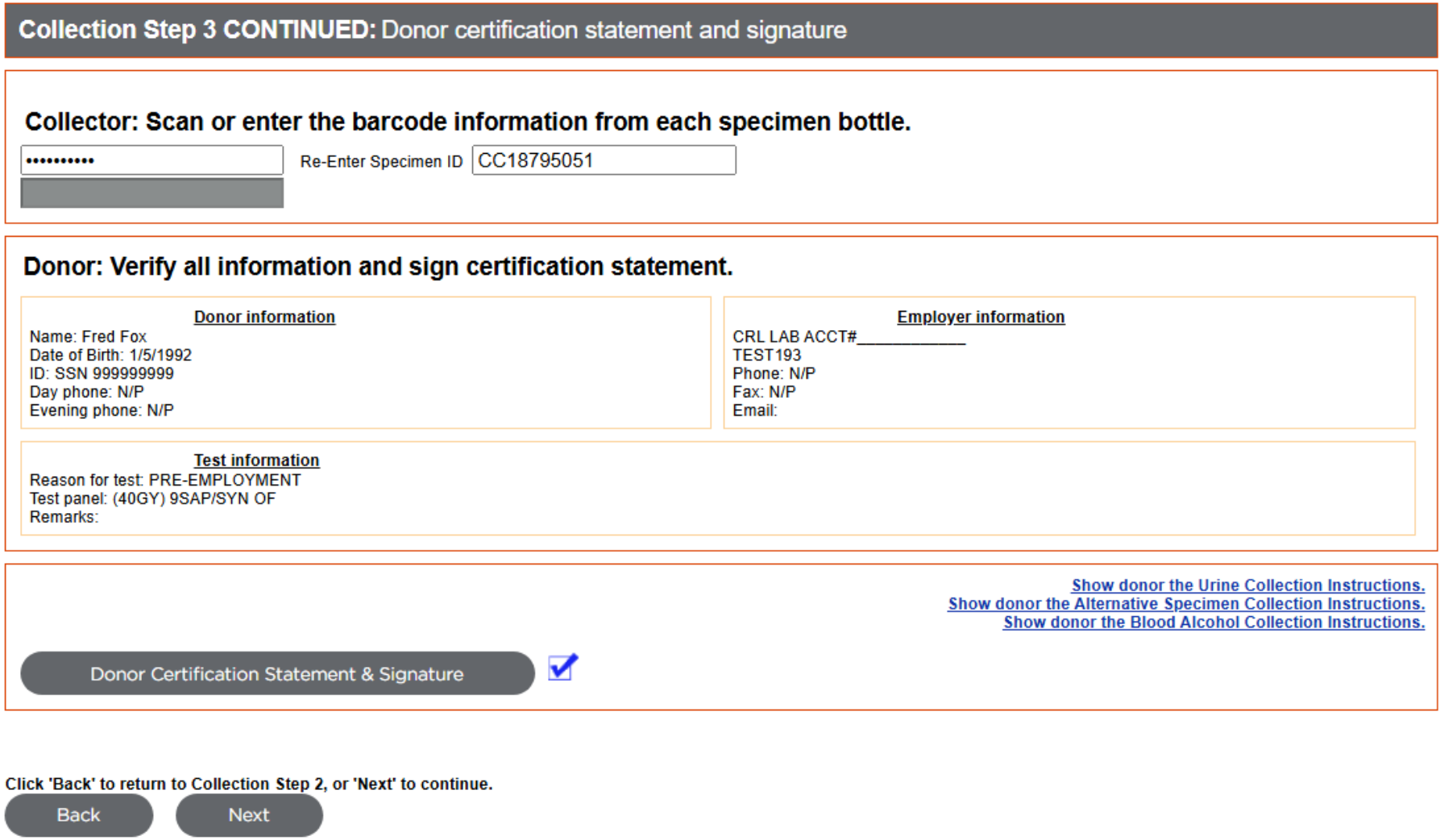


Place the FormFox label on the container, making sure to leave the **barcode, collection date, sample ID, lot number, and expiration date** visible.

Step 3 – Enter specimen ID and capture donor signature

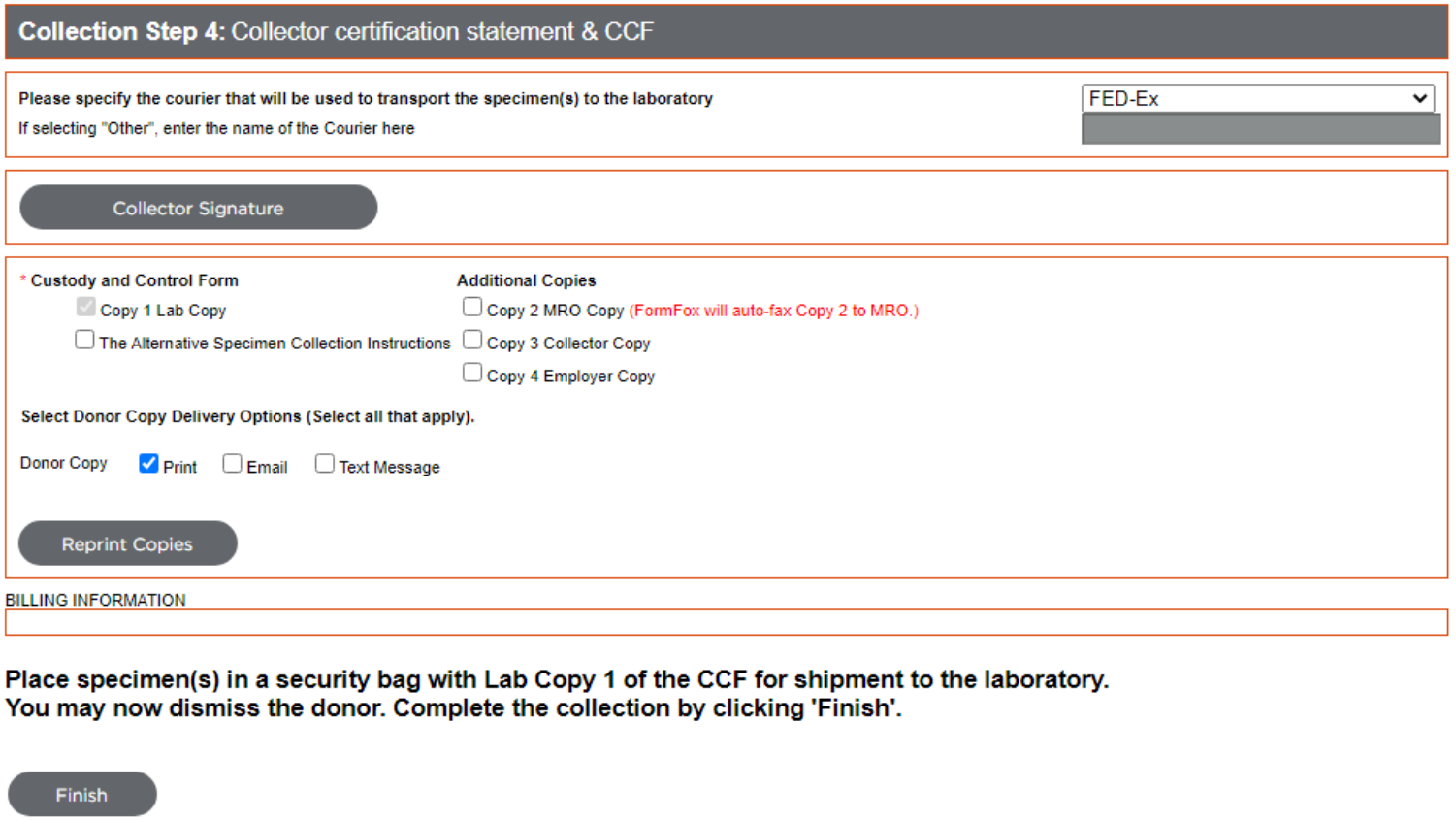
Scan or enter the barcode from the FormFox label affixed to the specimen container.

Ask the donor to verify the entered information before capturing their signature.



Step 4

- Specify the courier
- Capture your signature
- Print out the lab copy/requested copies
- Package the specimen
- Click “Finish” before you dismiss the donor



If you need assistance with the Saliva Drug / Oral Fluid workflow process:

877-376-3691 Option 2

training@formfox.com

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