

## Respiratory SWAB

Materials:	Synthetic Fiber Swab with Plastic Shaft	Transportation Tube	6x9 Biohazard Bag
<b>Collection Procedure:</b>	<p><u>Anterior Nares Specimen</u></p> <ol style="list-style-type: none"> <li>1. Wearing appropriate PPE, remove swab from sterile packaging. Avoid touching swab applicator as this could lead to contamination.</li> <li>2. Insert flocked swab at least 1 cm (0.5 inch) inside the nostril (naris).</li> <li>3. Firmly sample the nasal membrane by rotating swab, leaving in place for 15 seconds.</li> <li>4. Sample both nostrils with the same swab.</li> <li>5. Immediately after collection, place swab into sterile transport tube containing 1-3mL of transport medium.</li> <li>6. Cut or break swab shaft at the shaft perforation mark (approximately 8cm from the applicator).</li> <li>7. Firmly secure screw-top cap of the transportation tube.</li> <li>8. Label transportation tube with two patient identifiers.</li> <li>9. Place transportation tube in biohazard bag, ensuring the bag is sealed.</li> </ol>	<p><u>Oropharyngeal Specimen</u></p> <ol style="list-style-type: none"> <li>1. Wearing appropriate PPE, remove swab from sterile packaging. Avoid touching swab applicator as this could lead to contamination.</li> <li>2. Insert flocked swab into the posterior pharynx and tonsillar areas.</li> <li>3. Rub swab over both tonsillar pillars and the posterior oropharynx. Avoid touching the tongue, teeth, and gums.</li> <li>4. Immediately after collection, place swab into sterile transport tube containing 1-3mL of transport medium.</li> <li>5. Cut or break swab shaft at the shaft perforation mark (approximately 8cm from the applicator).</li> <li>6. Firmly secure screw-top cap of the transportation tube.</li> <li>7. Label transportation tube with two patient identifiers.</li> <li>8. Place transportation tube in biohazard bag, ensuring the bag is sealed.</li> </ol>	<p><u>Nasopharyngeal Specimen</u></p> <ol style="list-style-type: none"> <li>1. Wearing appropriate PPE, remove swab from sterile packaging. Avoid touching swab applicator as this could lead to contamination.</li> <li>2. Insert mini-tip flexible shaft swab through the nostril parallel to the palate (not upwards) until resistance is encountered or the distance is equivalent to that from ear to the nostril of the patient indicating contact with the nasopharynx.</li> <li>3. Gently rub and roll swab. Leave swab in place for several seconds to absorb secretions.</li> <li>4. Immediately after collection, place swab into sterile transport tube containing 1-3mL of transport medium.</li> <li>5. Cut or break swab shaft at the shaft perforation mark (approximately 8cm from the applicator).</li> <li>6. Firmly secure screw-top cap of the transportation tube.</li> <li>7. Label transportation tube with two patient identifiers.</li> <li>8. Place transportation tube in biohazard bag, ensuring the bag is sealed.</li> </ol>

## Respiratory SALIVA

Materials:	Collection Tube	Collection Aid	6x9 Biohazard Bag
<b>Collection Procedure:</b>	<ol style="list-style-type: none"> <li>1. Wearing appropriate PPE, remove the cap from the Collection Tube.</li> <li>2. Attach Collection Aid to the Collection Tube.</li> <li>3. Relax and allow saliva to pool in mouth. <ul style="list-style-type: none"> <li>• Pool saliva in mouth for a minimum of <b>1 minute</b>.</li> <li>• Tilt head forward, wrap lips around Collection Aid, allow saliva to pass from mouth into Collection Tube.</li> <li>• Do NOT spit or force saliva into tube. To increase the pooling of saliva, think of lemons, grapefruit, or simply think of pooling saliva in your mouth.</li> </ul> </li> <li>4. Fill tube 1/2 full of CLEAR saliva (not including bubbles). <ul style="list-style-type: none"> <li>• Remove Collection Aid from tube and reattach green cap, firmly securing screw-top cap of the transportation tube.</li> </ul> </li> <li>5. Label transportation tube with two patient identifiers.</li> <li>6. Place transportation tube in biohazard bag, ensuring the bag is sealed.</li> </ol>		

## Women's Health SWAB

<b>Materials:</b>	Aptima Multitest Swab Collection Kit	6x9 Biohazard Bag	Barcode Label
<b>Collection Procedure:</b>	<p><u>Vaginal Specimen</u></p> <ol style="list-style-type: none"> <li>1. Wearing appropriate PPE, remove swab from package. <i>Do not touch swab soft top or lay the swab down.</i></li> <li>2. Hold the swab placing thumb and forefinger in the middle of the shaft covering the black score line. Carefully insert the swab into the patient's vagina, about 2 inches.</li> <li>3. Gently rotate the swab clockwise for 10 to 30 seconds, touching the vaginal walls so moisture is absorbed. Withdraw the swab without touching the skin.</li> <li>4. Immediately place swab in transport tube. Align the black score line with the top of the tube and carefully break shaft.</li> <li>5. Firmly secure screw-top cap of the transportation tube.</li> <li>6. Label the provided barcode with two patient identifiers.</li> <li>7. Place the barcode sticker on the transportation tube.</li> <li>8. Place transportation tube in biohazard bag, ensuring the bag is sealed.</li> </ol>	<p><u>Lesion Specimen</u></p> <ol style="list-style-type: none"> <li>1. Wearing appropriate PPE, remove swab from package. <i>Do not touch swab soft top or lay the swab down.</i></li> <li>2. Hold the swab placing thumb and forefinger in the middle of the shaft covering the black score line. Vigorously swab the base of the lesion to absorb fluid.</li> <li>3. Withdraw the swab without touching any other site outside of the lesion.</li> <li>4. Immediately place swab in transport tube. Align the black score line with the top of the tube and carefully break shaft.</li> <li>5. Firmly secure screw-top cap of the transportation tube.</li> <li>6. Label the provided barcode with two patient identifiers.</li> <li>7. Place the barcode sticker on the transportation tube.</li> <li>8. Place transportation tube in biohazard bag, ensuring the bag is sealed.</li> </ol>	

## Women's Health URINE

<b>Materials:</b>	Aptima Urine Specimen Collection Kit	Urine Cups	6x9 Biohazard Bag	Barcode Label
<b>Collection Procedure:</b>	<p>Note the patient should not urinate for at least one hour prior to specimen collection. Please advise the patient not to cleanse his or her genitals prior to urination.</p> <ol style="list-style-type: none"> <li>1. Patient to provide 20 to 30 mL of first-catch urine into the collection cup.</li> <li>2. Remove cap from the transport tube and transfer 2 mL of urine into the tube using the pipette provided in the collection kit. Transport tube should be filled until the fluid level is between the black fill lines.</li> <li>3. Firmly secure screw-top cap of the transportation tube.</li> <li>4. Label the provided barcode with two patient identifiers.</li> <li>5. Place the barcode sticker on the transportation tube.</li> <li>6. Place transportation tube in biohazard bag, ensuring the bag is sealed.</li> </ol>			

## Urinary Tract Infection URINE

Materials:	BD Vacutainer Kit	Urine Cups	Towelette	6x9 Biohazard Bag	Barcode Label	
<b>Collection Procedure:</b>	<a href="#">Female Patient Urine Specimen</a> <ol style="list-style-type: none"> <li>1. If you are menstruating, insert a fresh tampon to stop the flow.</li> <li>2. Wash hands with soap and water, for a minimum of 20 seconds, and dry thoroughly.</li> <li>3. Remove the sterile urine container cup from its packaging and unscrew the cap, being careful not to touch the inside of the cap or container.</li> <li>4. Place the cap on a flat surface with the inside of the cap facing up. NOTE: In order to prevent needlestick injury, do NOT remove the label/sticker on the top of the cap at any time.</li> <li>5. Remove the first soap towelette from packaging.</li> <li>6. Using your free hand, separate the skin around the urinary opening and maintain this position until the specimen is collected.</li> <li>7. Wipe the inner folds of the of the skin from front to back in a single motion and then dispose of the towelette.</li> <li>8. Use the second towelette to wipe down through the center of the folds with one downward stroke, front to back, and dispose of the second towelette.</li> <li>9. Grab the outside of the uncapped urine container cup with your free hand and begin to urinate into the toilet. Halfway through urinating, bring the cup into the stream of the urine and fill the cup between ¼ and ½ full. Finish urinating in the toilet.</li> <li>10. Without touching the inside of the urine container or cap, screw the cap on firmly.</li> <li>11. Wash hands and return collected urine sample to a staff member as instructed.</li> </ol>			<a href="#">Male Patient Urine Specimen</a> <ol style="list-style-type: none"> <li>1. Wash hands with soap and water, for a minimum of 20 seconds, and dry thoroughly.</li> <li>2. Remove the sterile urine container cup from its packaging and unscrew the cap, being careful not to touch the inside of the cap or container.</li> <li>3. Place the cap on a flat surface with the inside of the cap facing up. NOTE: In order to prevent needlestick injury, do NOT remove the label/sticker on the top of the cap at any time.</li> <li>4. Remove the first soap towelette from packaging.</li> <li>5. If uncircumcised, hold the foreskin back before cleansing and continue to do so while collecting the urine sample.</li> <li>6. Using a towelette thoroughly wipe the end of the penis and urethral opening and dispose of the towelette.</li> <li>7. Wipe the end of the penis using a single motion with a second towelette and dispose of the second towelette.</li> <li>8. Grab the outside of the uncapped urine container cup with your free hand and begin to urinate in the toilet. Halfway through urinating, bring the cup between ¼ and ½ full. Finish urinating in the toilet.</li> <li>9. Without touching the inside of the urine container or cap, screw the cap on firmly.</li> <li>10. Wash hands and return collected urine sample to a staff member as instructed.</li> </ol>		
	<a href="#">Clinical Staff</a> <p>NOTE: Clean catch urine must be transferred into BD grey-top boric acid vacutainer tubes immediately after collection.</p> <ol style="list-style-type: none"> <li>1. Place cup upright on clean, flat surface. Container may be tipped at an angle if specimen volume is limited.</li> <li>2. Peel back label on cap (do not remove it) to expose the integrated transfer device.</li> <li>3. Place the provided grey-top evacuated tube into cavity on cap, stopper down. Advance the tube over puncture point to pierce stopper.</li> <li>4. Hold tube in position until filled and flow stops.</li> <li>5. Remove tube from integrated transfer device and mix thoroughly by inverting the tube 8-10 times or until the white pellet from the tube is completely dissolved.</li> <li>6. Carefully replace label over integrated transfer device cavity and reseal. Use with caution to avoid contact with needle when replacing label.</li> <li>7. Label the provided barcode with two patient identifiers.</li> <li>8. Place the barcode sticker on the transportation tube.</li> <li>9. Place the sample in biohazard bag, ensuring the bag is sealed.</li> </ol>					

<b>Labeling:</b>	All samples <i>must be</i> labeled with <b>two patient identifiers</b> . Ex. First Initial, Last Name, DOB, Collection Code, and Barcode.
<b>Shipping:</b>	<p>Patient specimens sent to Bridge Diagnostics must be packaged and shipped appropriately to ensure that IATA 6.6.1 regulations are met.</p> <ol style="list-style-type: none"><li>1. Confirm test order and patient information has been entered and completed correctly in Bridge BORING Lite portal, Bridge BORING+ portal, CareEvolve, or respective EMR.</li><li>2. If test order and patient information has not been entered electronically, complete the paper test requisition and place in the side pocket of the biohazard bag.</li><li>3. Ensure sample is properly barcoded and labeled.</li><li>4. Place transportation tube in the biohazard bag.</li><li>5. Place the biohazard bag in the prepaid return FedEx or UPS UN3373 Clinical Box or equivalent shipping box. Please note: All outer packaging <i>must</i> display the UN3373 diamond-shaped label.</li><li>6. Retain the shipping tracking number for your records.</li></ol>
<b>Other Considerations:</b>	Each biohazard bag must only contain one patient sample.



## BORING Lite Portal

The BORING Lite Portal is used for COVID-19 and Respiratory testing.

### Patient Registration

1. Patient will register online by selecting the unique URL created for each collection location or scanning the location specific QR code.
2. Patient will complete the required demographic information.
  - a. If patient is uninsured, patient should select "no;"
    - i. This selection is for uninsured patients only and BridgeDx will confirm insurance coverage for all patients.
    - ii. If insurance coverage is found, BridgeDx will bill the patient's insurance.
  - b. If patient is insured, patient will select the specific insurance plan and enter the following information:
    - i. Policy number
    - ii. Group number
    - iii. Guarantor information
  - c. Once demographic information is completed, patient will select "Next."
3. Patient will complete the PWN Health Covid-19 questionnaire and select "Continue."
4. Patient will review and accept the BridgeDx Terms and Conditions.
5. Upon registration completion, patient will receive a "Registration Completed" message and a unique 5-Digit Collection Code;
  - a. For additional patient registrations, select "Click here to submit another order." Each patient will receive a unique 5-digit collection code that can be used for clinic's to label each sample.
  - b. If multiple patients are registered on one device, the final "Thank you" page will display each unique 5-digit collection code with their respective name.

### Searching and Accessing Patient Profiles

1. Log in to the Bridge BORING Lite portal using assigned username and password.
2. Upon logging in, users will be directed to the BORING Lite homepage;
  - a. If clinic/facility has more than one location, filter the patient search by selecting "All Locations" or "Specific Location" in the upper right hand corner.
    - i. Note: If user chooses a specific location, only patients who registered at that location will be accessed.
3. Search for the patient's order using at least two search functions. Search functions available are:
  - a. Last Name
  - b. First Name
  - c. Barcode
  - d. Date of Birth (DOB)
  - e. Collection Code
4. Upon locating the patient's order, verify the patient's last name, first name, DOB, and unique 5-digit code matches the labeled sample.

### Creating a New Order

1. After verifying the patient order and sample, select "Collect."
2. User will be directed to the Review/Edit Order Details page to review the patient order.
  - a. Verify the patient's insurance information;
    - i. [For Insured Patients](#)
      1. Verify the patient's insurance information was entered correctly by reviewing the patient's insurance card.
      2. If applicable, verify the patient relationship information.
    - ii. [For Uninsured Patients](#)
      1. Verify the patient does not have insurance and the patient selected "No" in the Insurance and Payment section.

- b. Scan the barcode;
    - i. Select the "Sample Barcode" box and scan the barcode with the provided Zebra Scanner.
  - c. Finalize the patient order;
    - i. Verify the sample barcode has been scanned correctly
    - ii. Review and select the correct Collection Location
    - iii. Confirm the Collection Date/Time
    - iv. Confirm the Test Code
    - v. Verify the Patient SMS and Email Information, if applicable
  - d. Verify the patient order;
    - i. Prior to submission of the order, verification of the patient information is required. Verify the patient name and date of birth on the pop-up window matches the patient information listed on the specimen tube.
    - ii. Re-enter the specimen barcode, and BORING Lite will verify that the specimen barcode is associated with the order.
    - iii. When verification is completed, select "I have verified that the test order and specimen container belong to this patient."
3. Order has been successfully submitted.

## BORING+ Portal

The BORING+ Portal is used for COVID-19 and UTI orders.

### Searching and Accessing Patient Profiles

1. Log in to the Bridge BORING+ portal with assigned username and password.
  - a. First time users will have to review and accept the Terms and Conditions.
2. Upon logging in, users will be directed to the BORING+ homepage;
  - a. On the page, orders can be filtered as followed:
    - i. All Orders
    - ii. Results
    - iii. In Progress
    - iv. Drafts
  - b. When searching for patient orders, use at least two search functions. Search functions available are:
    - i. Last Name
    - ii. First Name
    - iii. Chart #/MRN
    - iv. Barcode #
  - c. Clinics with multiple locations search for a patient at a specific location, can select form the drop-down menu in the upper right hand corner.

### Creating a New Order

1. Select "Place New Order" on the left side of the homepage.
  - a. For Existing Patients:
    - i. Search for the patient profile using the patient's last name, first name, or Chart #/MRN, and proceed to Step 2.
  - b. For New Patients:
    - i. Select "Use Blank Order Form" and proceed to Step 2.
2. Complete the following sections to complete the order: Demographics, Insurance, Test Menu, Collection, and Finalize.
  - a. Confirm and complete the Patient Demographics tab;
    - i. All fields outlined in red are required to process with test ordering
      1. Patient information will auto populate in the Guarantor Information. If applicable, update this section with the appropriate information.
    - ii. Select "Next."
  - b. Complete the Insurance tab;
    - i. The following field are required to proceed with ordering -
      1. Name of patient's insurance
      2. Select the patient's insurance plan from the Payor Code drop-down menu
      3. Policy number
      4. Group number
      5. Patient relation to policy holder
    - ii. If applicable, enter the secondary insurance information
    - iii. Select "Next."
  - c. Complete the Test Menu tab;
    - i. BridgeDx's UTI offerings are listed under "Available Lab Tests." Select the appropriate pathogens to be ordered.
      1. Pathogens can be ordered individually, along with AST reflex, ABR reflex, and ABR + AST reflex.
        - a. Note: Reflex options are dependent on pathogens selected. It is not available for all pathogens.

- b. Pathogens can be ordered as a Custom Test Group, which must be set up by the provider or facility user;
          1. Select the appropriate tests to be included and select "create new test group."
          2. Provide a name for the customized test group and select "Save."
        2. Selected pathogens will auto-populate under the "Selected Tests" menu
          - a. Pathogens can be removed by selecting the red "X" icon to the left of the Test Code.
        3. Select "Next."
      - d. Complete the Collection tab;
        - i. Select the Specimen Barcode field and scan the barcode with the provided Zebra Scanner;
          1. The system will validate the barcode in the event of a scanning error and will not let the user move forward.
        - ii. Enter the collection date
        - iii. Search the appropriate diagnostics codes
          1. User can create diagnosis code favorites by selecting the star icon listed to the left of the diagnosis codes.
        - iv. Select "Next."
      - e. Complete the Finalize tab;
        - i. Review the test requisition summary and tests ordered.
        - ii. Paper requisitions can be uploaded to this screen located in the bottom left. If there is no paper requisition, select "No requisition to upload for this order."
        - iii. Select "Submit Order"
          1. If the user would like to place the order at a later time, select "Save Draft" at the top right corner of the screen.
        - iv. Prior to submission of the order, verification of the patient information is required. Verify the patient name and date of birth on the pop-up window matches the patient information listed on the specimen tube.
        - v. Re-enter the specimen barcode, and BORING+ will verify that the specimen barcode is associated with the order.
        - vi. When the verification is completed, select "I have verified that the test order and specimen container belong to this patient."
3. Order has been successfully submitted.



## CareEvolve

### Searching and Accessing Patient Profiles

1. Log in to the CareEvolve portal with assigned username, password and location.
2. Creating a new patient profile;
  - a. Select the "Patients" drop-down menu and select "Add Patient"
  - b. Complete all the required fields in red text
    - i. Complete all three sections: Demographics, Guarantor and Insurance
  - c. Select "Save" to place order at a later time or select "Save & Place Order" to complete order
    - i. Proceed to Collecting Patient Order.
3. Searching for existing patient profiles;
  - a. Select the drop-down menu for "Patients" and select "Search Patients"
  - b. In the search field, begin typing the patient's name
  - c. For an advanced patient search, select "Advanced Search" and search by Patient ID, Accession #, Patient DOB, or Social Security Number.
  - d. Select the patient profile and select "Create New Order"
    - i. Proceed to Collecting Patient Order.

### Creating a New Order

1. After user has created the patient profile or selected the patient profile, select "Create New Order"
  - a. Please note that orders will default to an Order Type of "Draw Now" and a Bill Type of "Third Party." In the blue banner, adjust the appropriate fields in necessary.
    - i. Draw Now: Orders with the same order and collection date
    - ii. Draw Later: Orders with a future collection date
    - iii. Available bill types are specific to the clinic. Common bill types include Patient and Third Party.
    - iv. Once the Order Type and Bill Type have been determined, the page will refresh and the ordering tabs will appear.
  - b. Confirm and complete the Patient Tab;
    - i. Confirm Order Information and select Ordering Provider
    - ii. Confirm Patient Demographics, Guarantor and Insurance
    - iii. Select "Next."
  - c. Complete the Test Tab;
    - i. Type the test description in the Search Tests field. Use the cursor or arrow key to select the appropriate tests
    - ii. Check the test codes listed in "Recent Tests," if tests exist and apply to the patient's order
    - iii. Check the test codes listed in "Test Groups," if applicable. Test Groups are to be set up by the Practice Administrator. All tests within the group will immediately be displayed in the "Selected Tests" section on the page.
    - iv. Select "Next."
  - d. Complete the Clinical Tab;
    - i. Select the Sample Barcode box and scan the barcode with the provided Zebra Scanner
    - ii. Select "Next."
  - e. Complete the Diagnosis Tab;
    - i. Type the diagnosis code in the Search Diagnosis field and select the correct diagnosis code.
    - ii. Recently used diagnosis codes can be found under "Recent Diagnosis."
    - iii. Select "Next."
  - f. Complete the Review Tab;
    - i. Review all entries and confirm the patient demographics, general information, diagnosis code, barcode, and test information matches the demographics on the patient sample.
    - ii. Please note the Order Date and Collected Date are automatically defaulted upon starting and scanning the order. Update dates, if applicable.

- iii. If any information is to be updated upon review, go back to the applicable tab and update.
- iv. Select "Complete."
- g. Requisition is available to print or download and is saved to the patient's profile.