

NURSE INSTRUCTIONS
FOR BLOOD SLIDES, DIFFERENTIAL AND RETICULOCYTE

DIFFERENTIAL SLIDE

The differential slide is of great importance to compliance with Federal Standard 29CRF1910.1028. It is a slide from which a morphological examination of the condition and number of specific blood cells is determined. Due to the fact that modern methodology is vastly improved in automatic dyeing processes at the lab, strict and careful preparation of the slide is necessary. Detailed instructions have been furnished you or your office -- please follow these instructions carefully -- see manual "Preparation of Blood Films".

1. After preparing the differential slide, be certain to check appropriate type exam (interim or pre-employment) and be sure:
 - a. That the patient's name is affixed to the slide
 - b. That the form is filled out with patient name, screenee or medical number, and that the box on the left side of the form is checked next to "Differential Slide".
 - c. That in packing the slide within the lab mailing kit, the original form copy is transmitted inside the lab kit mailing jacket.
 - d. That you have signed the lab orders.
 - e. That is only a differential slide is being shipped (see instructions for contacting AHP), you contact AHP at _____ to alert our records people and insure computer capture. Send one of the other two form copies by mail to AHP as an extra precaution.

MCD 000014086

NURSE INSTRUCTIONS
FOR BLOOD SLIDE RETICULOCYTE

The reticulocyte count is of great importance to some parts of compliance with the Federal Benzene Standard 29CFR1910.1028. It is a determination of the percentage of immature red cells which is used as an indicator of whether the bone marrow continues its ability to constantly provide new cells to the body's blood system. Therefore, quality slide preparation is of great importance to accuracy. Follow carefully the instructions in the manual provided your company which are found under "Blood Film Prep for Reticulocyte".

After preparing reticulocyte slide, be certain to check the appropriate box for type of exam (interim or pre-employment) and see that:

- a. Patient's name is affixed to slide. (Write name in frosted area of patient). Write with a lead pencil.
- b. The form is filled out and includes patient name, screenee or medical number (patients in re-examination only), and that box in the left column is checked beside the "reticulocyte slide".
- c. The original (top sheet) of the form is included within the lab mailing jacket which surrounds the foam kit.
- d. You have signed the order.
- e. If only a reticulocyte slide is being shipped (see instructions for contacting AHP at 615-356-6700 notify AHP in order to alert our records people, thereby insuring computer capture of results. Send one of the two remaining copies of the lab order to AHP by mail as an extra precaution.

NURSE INSTRUCTIONS
BLOOD ANALYSIS CHEMISTRY

The blood chemistry profile is of great importance in the health measure of your patient and in compliance with several Federal standards, including 29CFR1910.1028.

MCD 000014087

SERUM GSTP

1. Need 2 ml of serum.
2. Follow procedure for collection of serum for SMA 12/60.

SERUM CHOLINESTERASE

1. Need 3 mls serum.
2. Follow procedure for collection of serum for SMA 12/60.

BLOOD LEAD LEVEL

1. Draw one 10 ml brown or grey top vacutainer.
2. Place on aliquot mixer, minimum of 10 minutes to prevent clotting.

PREPARING BLOOD SLIDES FOR:

Differential Platelet Count

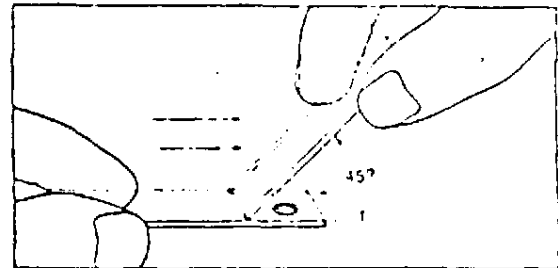
1. Two slides should be made to insure quality.
2. Prepare slides according to directions for Preparation of Blood Films.
3. Label package and ship according to directions.

Reticulocyte

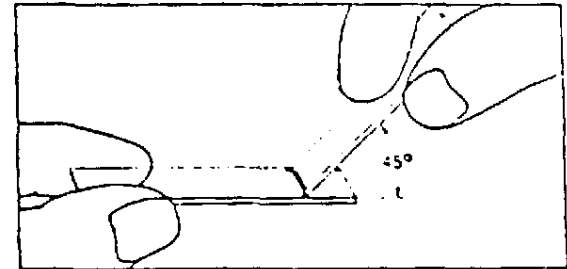
1. Two slides should be made and sent.
2. One capillary tube for each slide should be used. This is to insure proper staining of cells.
3. Prepare slides according to Blood Film Preparation for Reticulocyte.

The importance of well prepared films for the examination of your patient's blood cannot be over emphasized. The actual distribution of the leukocytes on the film, as well as their morphology, can be altered by poor technique. The anticoagulant used by American Health Profiles has been specially selected to maintain accuracy for the enumeration of blood cells and will maintain adequate leukocyte morphology for a short time. However, in order to provide the best possible service to you for your patients, we strongly urge you to develop good technique in the preparation of blood films.

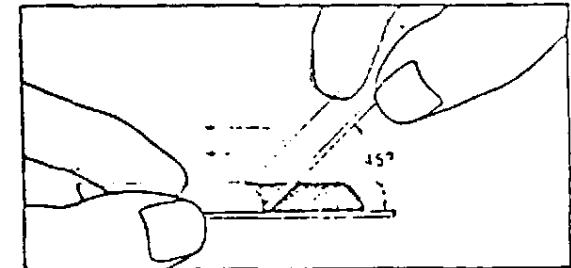
1. A drop of blood (approx. 2 mm. in diameter) should be placed on the slide near the frosted end.
2. Draw spreader/slide toward drop of blood



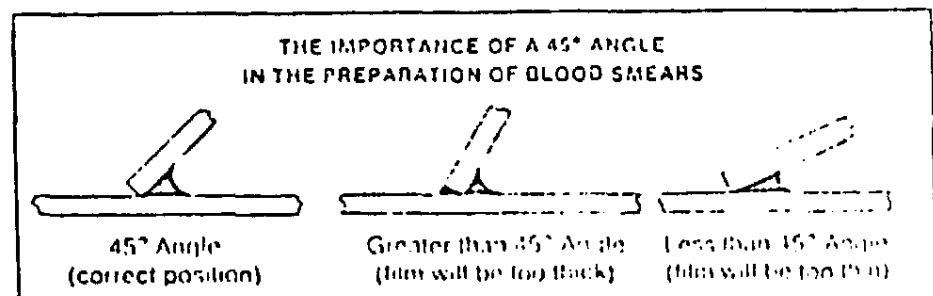
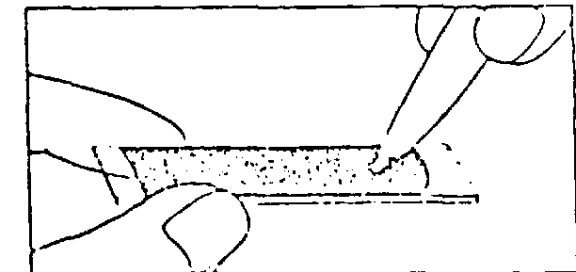
3. Allow blood to spread.



4. Push spreader/slide smoothly and fairly rapidly down the slide.



5. Allow smear to air dry. Identify the film with the patient's name.



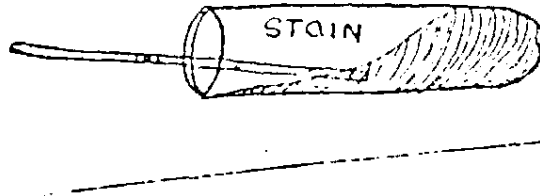
BLOOD FILM PREP FOR RETICULOCYTE

Materials Needed:

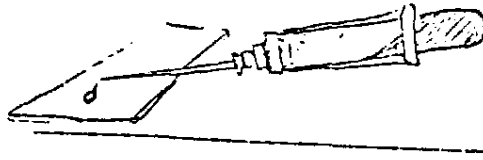
- a. New Methylene Blue Stain
- b. Capillary tubes.
- c. Blood sample drawn in EDTA (Lavender Top Tube)

Prep:

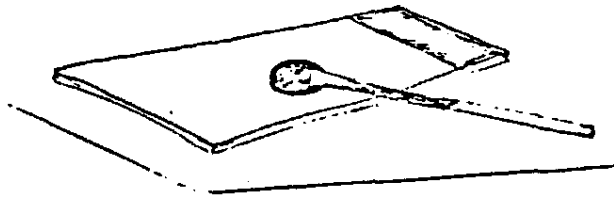
1. Fill two capillary tubes approximately 1/3 full of New Methylene Blue Stain.



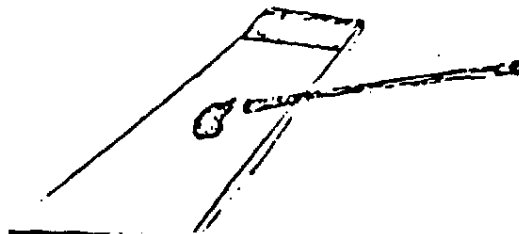
2. Place a large drop of blood from the needle of the vacutainer on a clean slide immediately after withdrawing the needle from the patient's arm.



3. Now fill the capillary tubes an additional 1/3 with blood from the large drop on the slide. Avoid getting an air bubble between stain and blood in the capillary tube.



4. Mix carefully by gentle inversion at least 60 seconds.
5. Place capillary tubes in a clean moist area at room temperature for 30 minutes.
6. After incubation for 30 minutes, prepare a blood film from the blood/stain mixture in capillary tubes and allow to dry thoroughly. Label and put in slide holder for shipment.



MCD 000014090

BLOOD ANALYSIS

1. Caution: Read the manual steps carefully. They are written for two (2) separate conditions in order to insure a quality analysis. If you have access to a centrifuge, follow the instructions using the centrifuge. If none is available, follow the clotting and serum collection procedures.
2. After centrifuged or clot separation method has been used, pour the serum into tube labeled serum, affixing patient name upon the tube label.
3. Be certain the lab form is checked beside (SMA 23) blood chemistry.
4. Be certain that you have signed the authorization on the three-part lab form and that the original copy is included inside the lab kit mailing jacket.
5. Be certain to alert American Health Profiles at 615-356-6700
that the shipment is "in transit" in order to allow prompt processing and receipt of results.
6. Mail a second copy of the lab orders to AHP in order to insure computer capture of individual medical results.

MCD 000014091

BLOOD SAMPLES

SMAC (suggest minimum of 2 hours' fasting).

CENTRIFUGE METHOD

1. Follow venipuncture technique.
2. Draw 1 15 ml. orange top tube (15 ml tube stored outside it itself).
3. Allow to stand at room temperature to clot approximately 30 minutes.
4. Spin in centrifuge according to instructions.
5. Using a pipette, draw off serum as soon as possible, and place in serum tube -- label, snap top, wrap top with scotch tape. Replace tube in kit for mailing.

WITHOUT CENTRIFUGE

1. Follow venipuncture technique.
2. Use 15 ml orange top tube to draw 15 ml blood.
3. Allow to stand at room temperature and to clot for at least one hour.
4. Locate (in kit) the plastic tube labeled (serum).
5. Carefully pour off the serum from the clotted sample, or use pipette to draw off serum into the serum tube, label and replace top wrap with scotch tape. Replace full tube in kit for mailing.

COULTER 7S HEMATOLOGY

1. Follow venipuncture technique.
2. Draw one 5 ml lavender top tube (if more than one specimen is going to be drawn, please draw this last).
3. Immediately place the 5 ml lavender top tube on the aliquot mixer and mix for 10 minutes. If no mixer, gently tilt tube from end to end for 2 minutes. Do not agitate; mix gently.
4. Do not refrigerate.

URINE SAMPLING

URINALYSIS:

1. One 10 ml specimen container, 1/4 preservative tablet. Make this a fresh sample.
2. Label container as instructed.
3. Refrigerate.

UROBILINOGEN (qualitative):

1. One 10 ml specimen container, 1/4 preservative tablet. Fresh sampling.
2. May use urinalysis sample if both requested.

UROBILINOGEN (quantitative):

1. Have the screenee empty his bladder at 2:00 p.m. and discard this sample. At 4:00 p.m., again have the screenee empty his bladder completely. Save the entire specimen and send to the lab as soon as possible.
2. Place specimen in brown container or protect from direct light.
3. If screenee is receiving antibiotics, please note this on lab slip.

URINE PHENOL LEVELS

"Spot: urine specimens of about 10 mL are collected as close to the end of the working day as possible.

After thoroughly washing their hands with soap and water, workers shall collect urine samples from a single voiding in a clean, dry specimen container having tight closures. Following the collection samples are to be stored under refrigeration.

*NOTE: It is important that the urine specific gravity remain constant above 1.010. It has been recommended, to obtain better results, restricting oral fluids (to a minimum) for at least 8 hours prior to collection of specimens. See Emergency Benzene urine instructions this manual.

Employee Name:		Employee I.D. #:	Medical #:
Company:		Location:	
Date Shipped:	Shipped Via:		
	Date of Specimen:		

Procedures Ordered:

- ☐ SMA 12/60 (calcium, alkaline phosphatase, inorganic phosphorous, glucose, cholesterol, total protein, albumin, total bilirubin, LDH, SGOT, uric acid, BUN)
- ☐ SMAC (calcium, phosphorus, glucose, BUN, uric acid, cholesterol, sodium, potassium, chloride, creatinine, protein, osmolality, albumin, total bilirubin, direct bilirubin, indirect bilirubin, alkaline phosphatase, LDH, SGOT, GGTP, SGPT, globulin, A/G ratio)
- ☐ Coulter 7S (white blood count, hemoglobin, packed cell volume, red blood count, mean corpuscular volume, mean corpuscular hemoglobin, mean corpuscular hemoglobin concentration)
- ☐ Urinalysis (character, specific gravity, pH, microscopic examination, sugar, protein, ketones, occult blood, white blood cells, bacteria)
- ☐ Differential with platelet count
- ☐ Reticulocyte Slide
- ☐ Other

Authorized by: _____ Signature

Prepared by: _____ Signature

White-this copy to be sent to: American Health Profiles
P. O. Box 50237
Nashville, Tennessee 37205

Canary-this copy to be included in lab kit-
Pink-this copy to be retained for your medical records-

Call 615-356-6700 with shipping number

Form No. F-04

MCD 000014094

SHIPPING LAB SPECIMENS

F

MCD 000014095

SHIPPING LABORATORY SPECIMENS

1. Be sure all slides, serum tubes, or urine bottles are correctly collected (according to the provided manual) and that each tube, bottle, or slide has the employee identification number firmly affixed to the container or slide before closing the kit. Please use indelible ink or typewritten labels to place the I.D. numbers on the labels and cover with scotch tape.
2. The mailing kit is insulated to keep the contents at a constant temperature.
3. Use only the serum tubes, slides, and urine bottles provided in each kit. This kit is designed to hold these containers firmly in shipment.
4. When the kit for each day's testing is full, or the testing for that day has been completed, prepare for shipment and take to the nearest airport for prompt shipment to the laboratory -- either by Federal Express, Air Freight or Special Delivery Mail.
5. Wrap container with strong tape, going around container completely on all four corners securely.
6. Address carton with complete mailing address and return address. State to "Hold for Pickup" if sent Air or Federal Express. Place "RUSH - HUMAN BLOOD" labels on side of container.
7. Specimens must be shipped by the fastest service available.
8. Please notify our office of need for shipping instructions and contact us after samples are in transit.
9. Blood is to be packaged as directed and shipped immediately to:

to lab as indicated

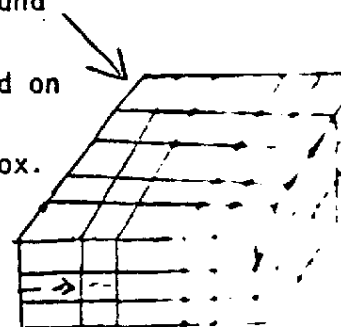
Each shipment should be clearly marked: NOTIFY ON ARRIVAL

Lab as indicated

(Again -- "RUSH - HUMAN BLOOD" stickers should be on each side of the package).

10. If several lab kits are to be mailed, they may be sent via Air Express, etc. in one single cardboard carton.
 - (a) Carton must be packed securely so that kits will not be jarred or damaged.
 - (b) Carton should be wrapped securely with packaging tape around all four corners and sides of box.
 - (c) Carton is to have address & return address clearly printed on one side of box.
 - (d) "RUSH - HUMAN BLOOD" stickers should be on all sides of box.
 - (e) Notify our office of shipping details and arrival times.

OVERLAP - - - -



MCD 000014096