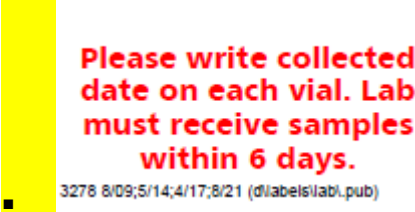
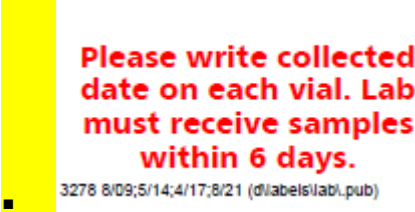


Workflow for IFOB

- **Clinician will:**
 - Create an “orders only encounter” to order the IFOB kit *if mailing*.
 - If using bulk orders, you can share that list of patients with support personnel.
 - Route “orders only encounter” to AOA
 - Enter orders for IFOB during patient encounter
 - cc Support Personnel so they can assist with follow up
- **Administrative/Clerical Support Staff will:**
 - Generate letter for the patient *if mailing*.
 - Print letter for mailing and send via MyChart if patient has an active account.
 - Write patient’s name, MRN, and DOB on the sample tube labels and return the tubes to the clear specimen pouch. Use bubble wrap and “attention” notice to wrap clear specimen pouch then tape. Place Documentation Reminder sticker on plastic pouch (#3278-print shop form #).
 - A yellow rectangular sticker with red text that reads: "Please write collected date on each vial. Lab must receive samples within 6 days." Below the text is a small black square icon and the alphanumeric code "3278 8/09;5/14;4/17;8/21 (d\labels\labl.pub)".
3278 8/09;5/14;4/17;8/21 (d\labels\labl.pub)
 - Pack all IFOB kit materials in white plastic pouch then place in postage paid return envelope. Write patient’s address on large envelope. Place stuffed return envelope and patient letter inside. Send to patient.
- **Clinical Support Staff will:**
 - Prepare IFOB kit to *give to patient in clinic*
 - Place registration label on the sample tubes and return the tubes to the clear specimen pouch. Place Documentation Reminder sticker on plastic pouch.
 - A yellow rectangular sticker with red text that reads: "Please write collected date on each vial. Lab must receive samples within 6 days." Below the text is a small black square icon and the alphanumeric code "3278 8/09;5/14;4/17;8/21 (d\labels\labl.pub)".
3278 8/09;5/14;4/17;8/21 (d\labels\labl.pub)
 - Place Return Address sticker on outside of return mailer.
 - Educate Patient on Specimen Collection and proper labeling. Educate patients that two separate collections are required, and the date and time of each collection is required and important.

Workflow for IFOB

- Returned kits will be processed by lab and results will be automatically sent to ordering clinician and person's cc-ed on order.
- Clinician will follow up with patient, refer for diagnostic testing if needed, and update health maintenance section

Patient Instructions:

ATTENTION PATIENT!

If you are taking the collected fecal sample personally to your physician or laboratory, please do so **within 48 hours** after the sample has been collected.

if you are mailing collected fecal sample, please mail it **within 24 hours** after the sample has been collected.

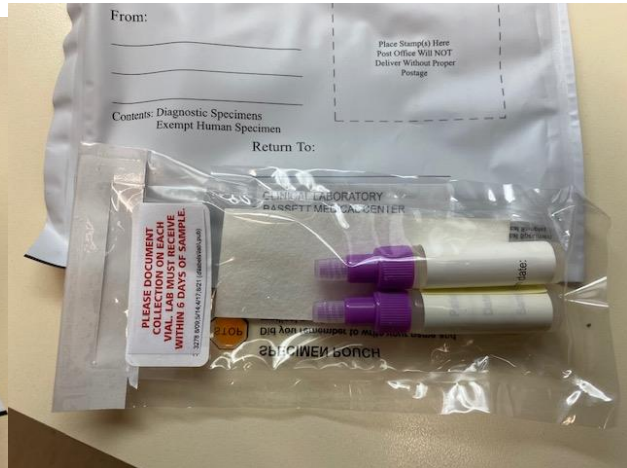
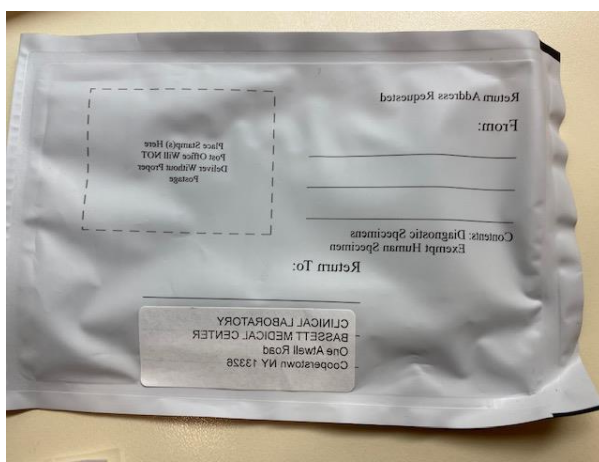
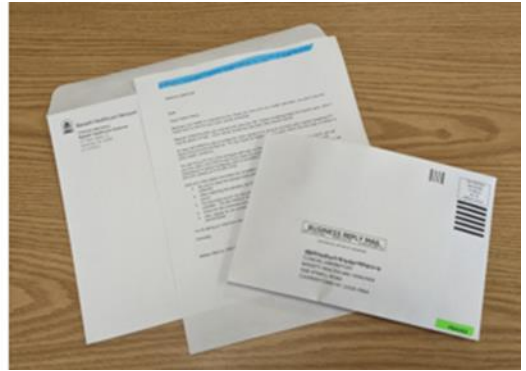
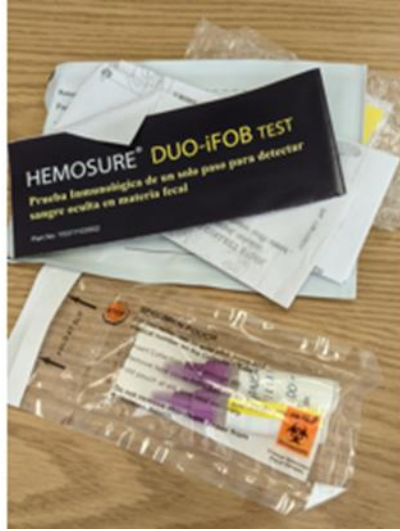
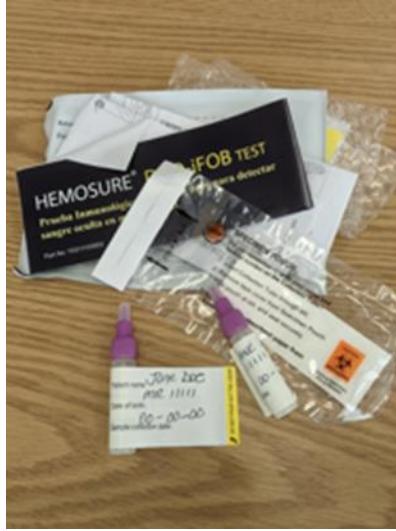
Note: It is very important to write the **Date of collection** on the label. This is located on your collection tube.

PN: Y0311153301



Workflow for IFOB

Mailing IFOB kit:



Workflow for IFOB

1. If a patient calls with general questions regarding an IFOB kit from clinician order, route to Clerical Support Staff then escalate to RN if education is needed.
2. Provide outreach:
 - i. First outreach phone call within 7-10 days of IFOB orders, sooner if possible.
 - ii. Script for phone messages, "Hello, this is (name) calling from (name of clinician's) office at Bassett. I want to let you know that you'll be receiving a mailing from the clinic. Please, call me back at (phone number) for more information."
 - iii. Also, utilize MyChart if patient is signed up.
 - iv. If contact is achieved, provide assistance with overcoming barriers to screening, help scheduling appointments, continued follow up, etc.
 - v. Provide education to patient on proper specimen collection and labeling.
 - vi. Final letter after three phone calls.

Workflow for IFOB

Any kit dropped off, staff receiving, check for all correct labeling before sending to the lab.

If receiving specimen from patient, be sure it is labeled with all information including MRN #, Last Name, First Name, DOB and sample collection date and time.

Create a Lab/Clinical Support Visit, Release order and label specimen with a Beaker label prior to sending to the lab.

Follow Pack Listing Procedure to send specimens to the laboratory.

CORRECT Labeling

(Do Not Cover Collection information or Lot Number). Place Beaker Label on the back of the IFOB label.



Incorrect



Do not cover the Lot # collection information on the Vials.