

Step-by-Step Swabbing Instructions

1. Sit down in a private/quiet area
2. Ask them again if they've had anything to eat or drink in the past 30 minutes. (If not, do paperwork and health questionnaire first to allow more time).
3. Fill out Patient Intake form with them in thorough detail
 - A. **For the PGx portion** of the intake ask them for a complete list of meds. (I usually have done this in advance of setting the appt.)
 - B. I scan the list of meds (if electronic) as we need to have all Medication names spelled 100% correctly.
If using paper, write in all the meds on the paperwork.
 - C. Patient needs to be on at least 2 medications or have a negative prior history of drug interaction.
 - D. A different swab (or 2 more swabs if dry swabs) must be used when additionally doing PGx. Follow the same swabbing procedures as #8 below (1 wet swab, or 2 dry swabs). Additionally they need the complete paperwork attached like #13 below. Each biohazard bag should be able to stand on its own with all the information.
4. Have them sign the form or EHR, if doing it on a tablet.
5. Take a picture of their Photo ID (DL or ID) (CamScanner is a recommended app for a phone; works great, otherwise just take a picture)
6. Take a picture their Medicare card and any supplement or advantage card, front and back (refer to caretools.info to current plans accepted)
7. Review information on the form for completeness, and then be sure both forms are signed.
8. Open swab kit, explain to them what to do.
Wet swab each cheek 15 seconds per side.
Dry swab use 1 swab for each cheek, 45 seconds per cheek.
9. Use a timer to be sure they're doing it long enough.
10. **Wet Swab:** Hold cap/solution in your hand entire time, have them put swab in cap after done. Tighten cap until it clicks and stops. (tight seal)
11. **Dry Swab:** Put both swabs back into their sleeve.
12. Immediately write client's name and DOB on side of the swab container or sleeve.
13. Put swab unit into clear biohazard bag. If using paper, fold the documents and put in side slot on biohazard bag. Remember to include the photos of DL/ID and Insurance Card(s) with each test before sending. If filing electronically, complete the process.
14. Add this patient's information to your Manifest (packing slip) document
15. Thank them and let them know they may be receiving a call from the Lab or a tele-med doctor in the future.
16. Verify their phone number again.
17. Make sure the Senior has put all their cards back into their wallet or purse.
Sometimes it gets mixed in with the paperwork, and/or they forget.
18. Let them know it will be 4-6 weeks before results are completed.