

Home Dialysis Staff Guide

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Client Services

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For the Home Dialysis Care Provider

To assist you in accommodating the needs of home dialysis patients, this download includes recommended clinic laboratory and patient procedures including details on Supplies, Centrifuges, Patient Draws, and Instructions on Rescheduling Collection Dates from LabCheck to help ensure the quality of your patients' laboratory specimens and accuracy of test results.

A Home Dialysis Patient Training Guide is available for download that includes instructions for Specimen Labeling, Collection and Handling; Packing and Shipping; Centrifuge Technique; and Post Testing.

Items orderable in LabCheck include: Home Patient Centrifuge, Sponge Test Tube Holder and reference material that serve as reminders regarding specimen labeling, collection, handling and packaging.

LABORATORY PROCEDURES FOR THE CLINIC

The following describes supplies, your role and patient procedures.

Supplies

Using LabCheck, you will need to order the necessary supplies for the collection, handling and shipping of specimens for your home dialysis patients. This includes the required tubes, needles, water testing supplies, packing and shipping supplies, etc. On their monthly visit to your clinic, you will provide your patients with supplies for the following month's draw, including:

- Tubes for the appropriate test ordered
- Specimen barcode labels
- Specimen Biohazard Transport bags with absorbent sheet
- If applicable, packing supplies including: small boxes that include ice packs, Styrofoam, foam layers and cardboard sleeves, FedEx shipping labels and FedEx Clinical Pak

Centrifuges

Ascend Clinical supplies a centrifuge for the home dialysis patient through the clinic. It is the clinic's responsibility to issue it to the patient and manage its inspection. Follow your clinic's equipment maintenance protocol. Schedule the patient to bring their centrifuge for routine RPM testing to the clinic prior to centrifuge inspection expiration. For more information on how to purchase your own tachometer, contact Client Services.

- In the event of a centrifuge malfunction, the clinic decontaminates the patient's returned centrifuge and contacts Client Services to obtain a call tag for the return of the centrifuge and order a replacement.
- Instruct patients on proper cleaning procedures in the event of blood splatter. Refer to centrifuge instruction manual.

Patient Draws

Patients may draw any day during the month as instructed by the clinic. Clinics will print specimen barcode labels for a scheduled collection date. We recommend draws Monday through Wednesday to avoid unforeseen courier delays.

Ascend processes specimens received as long as the specimen barcode label matches the submitted order.

For patients who return specimens to clinic: The clinic must verify printed collection date on the specimen barcode label and update LabCheck with correct draw date if different and relabel the specimen prior to shipping.

For patients who ship from home: Patients must handwrite the actual draw date on the specimen barcode label if different and inform the clinic. The clinic must submit labels with the correct draw date prior to the specimen being received at the lab. Ascend cannot process specimens if the collection date does not match the submitted order. Instructions for rescheduling labels and submitting labels in LabCheck are included with this material.

LABORATORY PROCEDURES FOR THE PATIENT

Designed to assist you in the training of your patients, and for your patients to take home, we've included in this download detailed information regarding:

- Lab Collection Checklist
- Packing and Shipping Specimens
- Stickers
- Posters
- Sponge Test Tube Holder

Stickers serve as reminders regarding the labeling, general collection, handling and shipping of specimens. It is safe to wipe these with a 10% bleach solution when needed. They do not leave a glue residue when removed and may be reapplied without losing their adhesive properties. These can be applied to the patient's centrifuge or any other surface they wish. They are orderable through LabCheck.


The Sponge Test Tube Holder helps patients hold tubes during collection. They are also orderable through LabCheck.

Of note, additional detailed information is also included in this download. This information should be included in your patient's binder only if appropriate and at your discretion, based on the individual needs of the patient.

Instructions for Rescheduling and Submitting Labels with Correct Collection Date in LabCheck is outlined in the Quick Reference Guide.

Reschedule Tests & Print Labels

Rescheduling allows you to print labels for another scheduled treatment day within the test order frequency. For example, the patient didn't show as scheduled and labs are to be drawn the next scheduled treatment, therefore labels need to be reprinted with the updated collection date.

1. From **Patients** menu, select **Hemo Labels** or **PD Labels**
2. Click Collection Date field to edit, otherwise it defaults to current date.
3. Select one or more patients or Click **Select All**
4. Click **Find Labels For Selected Patients**
5. To reschedule all submitted tests, click Reschedule All to the right of the patient name.
6. To reschedule an individual test, click  to the left of the patient and click Reschedule box to the right of the test name.
7. Click **Print/Save**
8. Screen will refresh. Status will change to Rescheduled or Various. The test has now been made available for the next scheduled treatment day.
9. Labels can now be printed. Follow instructions noted in PRINT BAR CODE LABELS FOR A COLLECTION DATE.

NOTE: Remember to add patient to the schedule for draws occurring on a nonscheduled treatment day.

For more information, please contact Client Services at 800.800.5655, Option 1.



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