

ATLAS REQUISITION SPECIMEN PACKAGING FOR TRANSPORT TO SFMC LABORATORY

1. After placing your specimen in the correct small biohazard bag, put the Atlas requisition in the outside pocket of the bag.



2. Prepare your packing list in Atlas.
 - a. NOTE:
 - i. The specimens on the packing list should match the physical package prepared and should not exceed what can fit in the large specimen bag.
 - ii. When you've reached full capacity of the large bag, you need to prepare a 2nd packing list. **DO NOT** copy any packing list and put it in another bag.
 1. A good rule to follow is no more than 6 patients per bag.

3. Place Atlas packing list in the outer pocket of the biohazard bag. The barcode **must** be facing out when in the pocket. (See images for correct orientation)

NOTE:

- i. If you are sending just a small bag, both the requisition and packing list in the outer pocket. Be sure the packing list is on top of the requisition.
- ii. For large bags, package all small patient specimen bags represented on the packing list into a large biohazard bag. Place Atlas packing list in the outer pocket of the biohazard bag

