

How to Collect a Sample in LabDash

Once you have collected a sample, **you must collect it in LabDash before taking it to your school's drop off location.**

- Log in to your previously created LabDash account at **Labdash.net**
- Step 1
 - In the top left corner of the screen click "Collect Sample"
 - Choose the correct patient from the provided list and click "collect"
 - On the next screen, again choose the correct patient and click "Next"
- Step 2
 - On the Sample Barcode page, choose "Scan Sample Barcode" and scan if using a mobile device or "Enter Sample Barcode" and enter the barcode if entering by hand
 - Click the "Verify" button at the bottom of the page
- Step 3 Collect Information
 - Under Ordering Provider click "**Dr. Melissa Sutton, MD, MPH**"
 - Under Test Type click "Covid-19"
 - Under Collection Method click "Saliva"
 - Under How Will This Test Be Covered click "Insurance" - **Your insurance WILL NOT BE BILLED!** Or "uninsured" if you did not enter an insurance policy in Labdash
 - Fill in the Symptom checklist with the appropriate information
 - Click Verify
 - Review your information and click "Submit Collection"

- **Place the barcode on your sample tube**
- **Confirm the barcode entered matches the barcode on the sample tube**
- **Label the sample with the student's name and date of birth**
- **Place sample in enclosed biohazard bag**
- **Return sample to school on specified date**