



Contents:

- Test Request and Billing Information Form
- Research Consent Form
- Advanced Beneficiary Notice of Noncoverage (ABN) Form
- Specimen Collection Instructions
- Shipping Instructions
- Specimen Tubes
- Absorbent pouches
- Biosafety bag
- Cold pack
- Small shipping cooler
- FedEx Clinical Pak with prepaid shipping label

Specimen collection kits contain all materials required for sample collection and shipping

Before you Pack the FedEx Pack:

- Freeze cold pack (minimum freeze time 24 hours)
- Confirm the specimen tubes in the test kit have not expired (see kit box label for expiration date)
 - Under CLIA regulatory guidelines, we cannot process specimens collected in **expired tubes**.
- Patient **NAME, DOB, and DRAW DATE** are labeled clearly on tube(s)
 - CLIA regulations restrict us from processing samples without patient name and DOB on each specimen collection tube

Pack for Shipping

1. Ensure that all tube tops or caps are secure and labeled properly with **NAME, DOB and DRAW DATE**. Ensure labels are securely attached to each transport tube.
2. Place labeled tubes into the absorbent pouches. Ensure that the tubes are lying side-to-side. Seal tubes inside biosafety bag.
3. Add completed test forms to **outside** pocket of biosafety bag.
4. Insert biosafety bag underneath **FROZEN** cold packs. Securely close the box.
5. Place box in FedEx Clinical Pack with prepaid shipping label.
6. Call for Fedex pick up. Do not use Fedex drop boxes.

Before you close the FedEx Pack:

Do you have all of these items enclosed?

- All 3 forms fully completed with all required patient, physician, and insurance information
 - Test Request Form
 - Billing Information Form
 - Advanced Beneficiary Notice of Noncoverage (ABN) Form (Medicare patients only)
- For courtesy claims insurance processing, include:
 - **Front and back copy of patient's insurance card(s)**
 - **Copy of patient's photo ID**
- Patient name and DOB on tubes **MATCH** test request form
- Specimens securely sealed in properly labeled tubes
- Tubes in absorbent pouches and sealed in biosafety bag
- Specimens underneath **FROZEN** cold pack and sealed in box

**SHIP OVERNIGHT MON-THURS.
DO NOT SHIP FRIDAY OR PRIOR TO HOLIDAYS.
DO NOT USE FEDEX DROP BOXES OR USPS. CALL FOR PICK UP.**