

# Step 3:

## Ship the specimen to the lab

Specimen must be returned in the Genova Diagnostics kit box for correct delivery to the lab. Not following these instructions may result in a shipping charge.

- Plan to ship the specimen **Monday – Friday overnight delivery only**.
- Call 1.800.GoFedEx (1.800.463.3339) to schedule shipping. When the automated system asks “How may I help you?” say “Return a Package.” Tell the FedEx representative “I am using a billable stamp” and they will walk you through the process and make it easy.
- **Make sure the tube is tightly closed and identified** with completed label. Seal the tube in the bubble wrap bag and put it into the Biohazard bag, and seal it securely.
- **Lay the Biohazard bag with specimen on top of the freezer brick** in the foam box. Secure the foam box lid with the rubber band.
- **Slide foam box back inside kit box** and place your **completed and signed requisition form** on top before closing. **Do NOT staple or tape box.**
- **Print your name and address** in the section marked “From” on the prepaid shipping envelope label. **DO NOT mark or write in any other sections.**
- Put the kit box into the prepaid mailing envelope and seal the envelope.
- Keep your shipment and tracking numbers for future reference and tracking purposes.



## Comprehensive Thyroid Assessment Clinician Instructions for Serum Collection

IS-804



### Check Your Kit

- A - 1 SST serum collection tube
- B - 1 Transfer tube
- C - 1 Pipette
- D - 1 Biohazard bag and absorbent pad
- E - 1 Bubblewrap bag
- F - 1 Freezer brick
- G - 1 Foam insulator box
- H - 1 Rubber band
- I - 1 Requisition (to be completed and signed)
- J - 1 Prepaid mailing envelope

- If any items are missing or expired, call Client Services at 800.522.4762, then press 1
- Keep the kit box for shipping your specimen to the lab.

# Step 1:

## Schedule & Prepare for the blood draw

- Drugs that may interfere with test results include glucocorticoids (e.g., prednisone), dopamine, lithium, interferon-alpha, phenobarbital, phenytoin, heparin, clofibrate, carbamazepine, and colestipol. If you have questions, please consult a pharmacist or the PDR.
- **Contact FedEx and schedule to ship the specimen overnight delivery** Monday - Friday. *Sample MUST be stored frozen at least 2 hours before shipping.*
- **Freeze the enclosed freezer brick** a minimum of 8 hours before shipping.
- **Complete the requisition form** with all patient and billing information. Be sure it is signed by the patient/responsible party and the healthcare provider.

# Step 2:

## Blood Draw & Serum Preparation

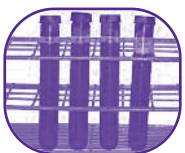
Not following these instructions may affect the test results.



- 1** Write the patient's full name and the time and date of collection on each tube.



- 2** Draw blood to fill the SST tube.



- 3** Allow the blood in the SST tube to **clot for 15 minutes** while standing in a rack.



- 4** **Centrifuge the tube for 15 minutes** at 3000 RPM.



- 5** **Transfer at least 3 ml of the serum** from the SST tube into the transfer tube using the pipette. Screw the top on the tube tightly to avoid leakage. Discard the SST tube.



- 6** **Freeze the transfer tubes immediately** in the bubble wrap bag. *Samples must be frozen a minimum of 2 hours prior to shipping.* Keep samples frozen until ready to ship.



- 7** **Complete the Requisition: *Test cannot be processed without this information.***
  - Enter date in box labeled "Date Final Sample Collected."