



# INFORMATION FOR PHLEBOTOMIST

## ENSURE THE FOLLOWING DOCUMENTS ARE RETURNED WITH THE SPECIMEN

1. Test Requisition Form
2. Clinical History

### 1 SPECIMEN COLLECTION INSTRUCTIONS

- Completed and signed Test Requisition Form (TRF) must accompany patient specimen.
- Verify expiration date on pack before collection of the specimen
- Complete the patient barcode label provided in the HLI pack with:
  - Full Name
  - Date of Birth (DOB)
  - Date of Collection (DOC)
- Place label on the blood collection tube
- Place second label on the top right corner of the TRF if needed
- Patient should be well hydrated. No fasting is required.
- Collect blood in the provided PAXgene DNA tube using standard vein puncture technique
- Invert blood tube 8-10 times
- Place the blood tube into the bio-specimen bag
- Seal the bio-specimen bag and place in the collection pack box
- Fold and place the completed Test Requisition Form (TRF) into the HLI pack box
- Fold and place the completed Clinical History form into the HLI pack box

### 2 SPECIMEN STORAGE POST COLLECTION

- Ship within 3 days after collection
- Blood specimen collected on Monday–Thursday

- Specimen can be stored at ambient room temperature until shipment that day
  - Keep out of direct sunlight
- Blood specimen collected on Friday, Saturday, or Sunday:
  - Specimen can be stored in a refrigerator until shipment on the next business day

### 3 PACKAGING SPECIMEN FOR SHIPMENT

- Place HLI pack box in the HLI provided UPS Lab Pak. Place the shipping label provided in the HLI pack on the UPS Lab Pak.
- Seal Lab Pak for shipment

### 4 SPECIMEN SHIPMENT INSTRUCTIONS

- HLI receives shipments Monday–Friday. There are no weekend (Saturday & Sunday) or Holiday deliveries accepted
- Please only ship specimen Monday–Thursday
- Call UPS for a pick-up at 1-800-742-5877
- State that you have a prepaid air bill pick-up
- State pick-up address and time frame for pick-up
- Obtain the UPS order number confirmation