



SPECIMEN HANDLING GUIDE

Shipping Address Center
for Genetics at Saint Francis
6161 S. Yale Avenue Tulsa,
OK 74136

Identifying Specimen Type and Temperature

To ensure optimum testing conditions for a specimen that is sent to the laboratory, the client must determine the type of specimen to be sent (Exempt Human Specimen; Biological Substance, Category B; or Infectious Substance, Category A) and the temperature at which the specimen must be maintained during transit, using instructions for individual tests listed in the Test Directory.

Specimens submitted for Inherited Genetic Diseases fall under the category of “Exempt Human Specimens” if the specimen is not known to contain or suspected to contain a pathogen.

Specimen Collection

To ensure optimum testing conditions for a specimen shipped to our laboratory for testing, the client should determine the specific specimen type and transportation conditions (temperature) required. Refer to the individual tests listed in the Test Directory for specific instructions. If venipuncture is difficult, please contact the laboratory to determine if buccal swabs may be an alternative specimen.

Specimen Labeling

Specimens should be labeled legibly with at least 2 patient identifiers to include the following:

- Patient Name (First and Last) – **matching test requisition form.**
- Unique Identifying Number (such as Date of Birth or Medical Record Number or Specimen Accession number)

Failure to label the specimen appropriately will likely cause a delay in testing or rejection of the specimen.

Submit a complete Test Requisition Form with the Specimen

- **Page 1:** Include the patient name, clinical diagnosis information, ICD 9 code(s), requesting clinician and referring facility information. Reporting preference and addresses.

Note: For any familial known mutation testing, a laboratory report should be submitted with the specimen. If the mutation is a novel or rare mutation, the laboratory may request a blood specimen on an affected family member to be tested (at no cost) as part of the evaluation of the patient.

- **Page 2:** Indicate the desired payment option. More information on billing may be obtained on the Billing Information Page.

Self Pay: All credit card information is required including the 3 digit security code and cardholder signature. Checks are payable to Saint Francis Health System.

Insurance: Please be sure to include guarantor’s Date of Birth, relationship to patient, address and telephone number. Please provide a copy of the front/back of the insurance card. For out of state patients, the **ONLY** billable plans are Aetna, Blue Cross Blue Shield, United Healthcare and Cigna. **Prior authorization**

is required or a written statement from the insurance company stating that prior authorization is not necessary.

Institutional: Please indicate the full address, phone/fax numbers and Contact person information that will be used for invoicing. **Please indicate clearly on Page 1 if any patient identification numbers are required to be on the invoice.**

Packaging and Shipping Guidelines

When shipping specimens, it is essential that each specimen be packaged and shipped properly, according to DOT and IATA regulations. International clients should contact their transport carriers for specific instructions; a contact name on the shipped materials is important in the case that customs holds the specimen requiring more information.

The following rules apply for all specimens:

1. The primary and secondary receptacles must be leakproof not contain more than 500 mL or grams.
2. There must be absorbent material placed between the primary receptacle and the secondary packaging sufficient to absorb the entire contents of all primary containers within the secondary package.
3. The primary receptacle or the secondary packaging must be capable of withstanding, without leakage, an internal pressure differential of not less than 95 kPa.
4. If multiple fragile primary receptacles are placed in a single secondary packaging, they must be either individually wrapped or separated to prevent contact between them.

For more information regarding shipping “Exempt Human Specimens” or “Biological Substances, Category B”, refer to DOT regulations at <http://www.phmsa.dot.gov/regulations>.

Shipping Instructions

Collect and ship the specimen with a complete test requisition form per instructions listed on the Test Information Page.

- **Within the Saint Francis Hospital (Tulsa) Outreach Service Area:** Local specimens may be picked up on an as – needed basis or patients may be directed to their nearest Saint Francis Hospital Draw Site with a Physician’s Order. Refer to Local – Collection and Transport Services for locations or more information.
- **Outside the Saint Francis Hospital (Tulsa) Outreach Service Area:** Specimens outside the Tulsa area and the courier service area should be sent per shipping instructions using your preferred carrier of choice. Please be aware that the sender is responsible for covering all shipping expenses.

Shipping and Receiving Schedule

Samples are received between 8:30 am - 5:00 pm, Monday through Friday; Saturday deliveries are not recommended (please alert laboratory in advance if a Saturday delivery may occur). Please call laboratory (918-502-1720) for instructions on specimen storage conditions if specimen is collected on a Friday.

The laboratory is closed and cannot receive shipments during the following holidays or the observed holiday by national shipping couriers:

- New Year's Day (January 1st)
- Good Friday (Friday before Easter Sunday)

- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Thanksgiving (4th Thursday in November)
- Christmas (December 25th)

INAPPROPRIATE SUBMISSIONS

All specimens must be collected, labeled, transported, and processed according to procedure. Review the appropriate container type, volume, and special handling requirements needed for analysis before the specimen is collected – refer to the specific test information page in the Test Directory. If any of the guidelines for these processes are not met, the specimen may be rejected or the testing may be delayed due to insufficient information provided for specimen processing.

The laboratory will contact the client or physician for resolution. The following list represents some possible causes for **specimen rejection or test cancellation**:

- Inappropriate specimen type
- Insufficient volume for analysis (refer to the individual tests listed in the Laboratory Test directory (for acceptable minimum volumes)
- Improperly labeled specimen (must have 2 identifiers; such as name and date of birth)
- Label on specimen does not match patient name on the test requisition form
- Inappropriate specimen container
- Improper specimen transport
- Specimen has leaked in transit
- Specimen has been submitted in incorrect or expired transport media
- Test order without a specimen
- Specimen without a test order
- No specimen type provided
- No specimen source provided
- Compromised specimen (e.g., hemolysis, lipemic, or clotted specimens)