

# BLOOD SERUM

## Collection and Shipping Procedures

### INSTRUCTIONS FOR PATIENT

#### 1 Before Scheduling Blood Draw *unless otherwise directed by your health care professional*

Choose your blood draw day and schedule an appointment. Always schedule collection appointments in the morning, before noon and do not eat or drink (except water) for 10-12 hours prior to collection.

##### Men, Children & Non-Menstruating Women

- ▶ Choose any day of the month.

##### Menstruating Women

- ▶ If testing Estradiol, Progesterone or Testosterone:
  - Regular Cycles: Choose day 19, 20 or 21. (Day 1 = first day of your period.)
  - Irregular Cycles: If you know when your period will start, choose 5 days before.
  - If unpredictable, choose any day not bleeding.
- ▶ For all other tests, you can choose any day of the month.
- ▶ Failure to follow instructions may compromise your lab results.



##### Before You Begin

Check the expiration date on the tube. Contact ZRT if tube is expired.

#### 2 Hormone Users *skip this step if not using hormones*

- ▶ **Topical, Oral, Vaginal, Troche or Sublingual Therapies:** The morning of the blood draw, do not take hormones before the sample is collected unless otherwise directed by your health care provider. Do not discontinue use of hormones prior to serum collection. On the Test Requisition in Section 4, make sure to note the date/time hormones were used on the previous day. Resume use of hormones after blood sample has been collected in the morning.
- ▶ **Patches, Vaginal Rings, Pellets or Injectables:** Test half-way between doses. For example, schedule blood draw 3 days after applying a once-a-week patch, or 2 weeks after a once-a-month injection.

#### 3 Prepare for Your Blood Draw

- ▶ Freeze gel pack in advance.
- ▶ Complete Test Requisition form and any required Insurance or Payment forms. Place completed paperwork, frozen gel pack, and all other kit items in box and bring to blood draw station. Do not place paperwork directly on gel pack.
- ▶ **NOTE:** You may be required to pay a fee at the blood draw station.

# INSTRUCTIONS FOR PHLEBOTOMIST

## 1 Sample Preparation



### PRIOR TO COLLECTION

**Ensure the enclosed gel pack is frozen.** If it is not frozen, substitute a frozen gel pack for the enclosed, or ask the patient to return on another day with a frozen gel pack.



### STEP 1

Draw blood collection tube to its maximum capacity.  
Allow blood to clot at room temperature for at least 30 minutes, up to 1 hour.



### STEP 3

Write the patient's name, the date and the time of collection on the label. Wrap tube with absorbent pad, and place in the baggie marked with the orange biohazard sticker. Seal the baggie.



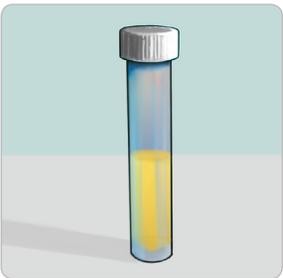
Centrifuge at 3000 RPM for 10 minutes.



### STEP 4

Place the sample and sealed baggie in the thermal bag with the frozen gel pack and store in a freezer (-20 °C) until ready to ship.

**NOTE:** If other samples are collected before shipment, they may be sent in the same thermal bag.



### STEP 2

Transfer the serum immediately to the provided white-capped serum tube using the included transfer pipette. Ensure the cap on the vial is tightly sealed to prevent leakage.

### STEP 5

Seal the thermal bag and place in the shipping box along with the Test Requisition and any other patient paperwork. Place the box containing the sample into the UPS biohazard bag and affix the label provided.

If the sample is collected on **Fri** or **Sat**, ship the following Monday. If frozen, the sample can be kept for up to 2 weeks before shipping. **Read all shipping instructions below.**

**NOTE:** Do not transfer red blood cells to the vial. If gross hemolysis is evident in the serum layer (tinted heavily red), repeat the collection.

If lipemia is evident (white appearance), repeat the collection on another day when the patient has not recently had a fatty meal.

## 2 Finish & Send

- ▶ **Samples MUST be shipped via Next Day Air.**
- ▶ **Samples should only be shipped Monday through Thursday** to ensure proper delivery to ZRT Laboratory.
- ▶ If the sample is collected on Fri, or Sat, place the box containing the sample in the freezer (-20 °C) and ship Monday to Thursday.
- ▶ If shipping the sample on the day of collection is not possible, freeze sample and gel pack together until shipment.
- ▶ Keep sample in freezer until within 1 hour of UPS pickup.