



US FedEx Shipping Instructions

- 1) Ship specimens Monday through Friday. If you complete the collection on the weekend, hold the specimen until the following Monday to ship.
- 2) Place the cardboard kit box containing the specimens and the completed test requisition form into the FedEx Clinical Pak.
- 3) Write your name and address in the space provided on the prepaid Billable Stamp and tear off the Customer Receipt for your records.
- 4) To schedule a pickup, call FedEx toll-free at 1-800-463-3339 (1-800-GO FEDEX). When you hear the automated greeting, say "Schedule a Pick-up." At the next prompt, say "Schedule a Pick-up with a Label or Stamp." You will then be asked if the word "Stamp" is written on the waybill; reply "Yes". You will be asked if your pickup location is a residence or a business; respond with your location type. You will then be prompted for your address information.

Do not use a drop box. FedEx will not accept specimens placed into a drop box.

If you are located in the United States and choose to use a different courier or level of service than provided or are located outside the United States, you must make your own shipping arrangements at your own expense.



US & CANADA: 1.800.323.2784 - UK: 0871.218.0052
ELSEWHERE: 1.630.377.8139 - FAX: 1.630.587.7860
3755 Illinois Avenue, St. Charles, IL USA 60174-2420
inquiries@doctorsdata.com - www.doctorsdata.com

Comprehensive Blood Elements Profile

Before You Start:

Please read all of the directions, and familiarize yourself with the collection procedures.

The test requires no special diet but It is recommended that the blood be drawn before breakfast after an overnight fast. Other collection times can cause deviations in patient results. Please refrain from taking non-essential medications, and dietary supplements that contain minerals for 72 hours prior to the specimen collection, unless otherwise instructed by your physician. *Never discontinue prescription medications without first consulting your physician.*

Phlebotomist Notes:

Tubes: Require Trace-Metal free Royal Blue EDTA tube and Red-top serum tube – Collect trace-metal tube last.

Processing: Pipette serum from red-top tube into transfer vial – discard clot tube.

Rejection: < 2mL of whole blood and < 1 mL of serum –no hemolysis.

Shipping/Stability: Freeze serum/gel ice brix – do not freeze whole blood.

Verify Kit Contents:

1 bag containing:

- 1 Red top serum tube
- 1 Transfer pipette
- 1 8mL serum transfer vial
- 1 Clear plastic protective tube
- 1 Absorbent material

1 bag containing:

- 1 Trace-metal free Royal Blue-top EDTA tube
- 1 Clear plastic protective tube
- 1 Absorbent material
- 1 Polar gel ice brix
- 1 Test requisition form
- 1 FedEx Clinical Pak with Billable Stamp

- ◆ If you are missing kit components, please call Doctor's Data's Customer Service department for assistance.
- ◆ Save the cardboard collection kit box to ship your samples back to the laboratory.

Collection Instructions (fasting morning draw recommended):

1) Collect the blood samples: Draw blood into the supplied red top and the blue-top trace element free tubes. It is important to draw the blue trace element tube last. Invert the blue top tubes 10 times to mix.

2) Allow the red top tube to clot for at least 15 minutes.

3) Take the blue top tube and write the patient's name, date of birth, and the collection date on the tube. The test cannot be performed without the patient information on the tube.

4) Place the blue-top tube into the clear plastic protective tube and cap it. Place the tube into the zip-lock bag and seal, then place the bag and contents into the cardboard shipping box. This blue-top tube may stay at room temperature.

TIP: To more easily remove the cap on the clear plastic protective tube, rock the cap back and forth while pulling.

Prepare the serum sample:

5) Centrifuge the red-top tube to separate serum from clot.

6) Using the transfer pipette, pipette serum from the clot tube into the 8mL transfer vial (a minimum of 1 mL is required for analysis). Discard the remaining clot tube and the used pipette.

7) Write the patient's name, the date of collection, and patient's date of birth on the specimen vial. ***The test cannot be performed without the patient information on the vial.***

8) Place the vial into the clear plastic protective tube. Place the tube into the zip-lock bag and seal. Place the zip-lock bag and the gel ice brix into a freezer for at least 6 hours.

9) After a minimum of 6 hours, retrieve bag containing the transfer vial and the gel ice brix from the freezer. Place both into the cardboard shipping box.

10) In the collection information section of the requisition form (located in the upper right hand corner) fill in the specimen collection date, time, and indicate whether the patient was fasting by checking yes or no.

11) Fill out the remainder of the test requisition form completely and sign it. ***The test cannot be performed without a properly filled out requisition.*** Place the completed requisition form in the cardboard shipping box. The specimens are now ready for shipment.

To obtain the best results, Doctor's Data recommends shipping specimens as soon as possible. If you cannot ship the specimens on the same day you finish the collection, such as over a weekend or holiday, keep the serum vial and gel ice brix in a freezer until you are ready to ship the test collection kit.

Consult your physician if you have any questions during the test collection process.