



## 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

## Fat Soluble Vitamins

### Before You Start:

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

It is recommended that the blood be drawn before breakfast after an overnight fast (8 hour minimum). Please refrain from taking non-essential medications and dietary supplements that contain fat-soluble vitamins for 24 hours prior to the specimen collection unless otherwise instructed by your physician. *Never discontinue prescription medications without first consulting your physician.*

### Phlebotomist Notes:

Tubes: Red-top Serum tube - Serum Gel Separator tube acceptable  
Processing: Pipette serum into amber vial  
Rejection: < 2 mL, not protected from light  
Shipping/Stability: Freeze serum and send with frozen gel ice brix

### Verify Kit Contents:

- 1 Red-top blood collection tube for serum
- 1 8mL Amber serum transfer vial with cap
- 1 Plastic transfer pipette
- 1 Zip-lock bag with absorbent material
- 1 Polar gel ice brix
- 1 Styrofoam insulating shell
- 1 Test requisition form
- 1 FedEx Clinical Pak with Prepaid 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:**

- 1)** Write the patient's name, date of birth, and the collection date on the blood tube label and serum transfer vial.
- 2)** Draw blood into the supplied red-top tube.
- 3)** Place the tube upright and allow the blood to clot for at least 15 minutes.
- 4)** Within 2 hours of collection, centrifuge the red-top tube for 15 minutes.
- 5)** After centrifuging, use the transfer pipette to transfer the serum (top layer) to the 8mL amber transfer vial (a minimum of 2mL is recommended for analysis).
- 6)** Discard the red-top blood tube and transfer pipette.
- 7)** Place the amber transfer vial into the zip-lock bag with absorbent material and seal. Place the zip-lock bag and the gel ice brix into a freezer for at least 6 hours.
- 8)** After a minimum of 6 hours, retrieve the zip-lock bag containing the serum and the Polar gel ice brix. Place the zip-lock bag and the gel ice brix into the styrofoam insulation shell. Close the styrofoam shell and place into the cardboard shipping box.
- 9)** Fill out 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 specimen is now ready for shipment.

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

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