



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

Folate Metabolism

Before You Start:

Please read all of the directions, and familiarize yourself with the collection procedures. The results of this test are greatly dependant on proper specimen collection technique and are time sensitive.

Unless otherwise instructed by your physician, it is recommended that the blood specimen for this test be collected after an overnight fast. A fasting collection emphasizes metabolic problems and minimizes dietary influences. For 48 hours prior to the collection, discontinue taking dietary supplements containing folate unless otherwise directed by your physician. *Never discontinue prescription medications without first consulting your physician.*

To assess the absorption and metabolism of folates, it may be useful to do a baseline blood collection after an overnight fast and then a second blood draw 1-2 hours after taking a recommended of a "folate" supplement.

The samples must be received at our laboratory within 8 days after collection.

Phlebotomist Notes:

Tubes: Lavender-top EDTA tube – centrifuge within 15 minutes of collection
Processing: Pipette plasma into yellow-capped vial with preservative (Ascorbic Acid)

Rejection: < 1 mL of plasma

Shipping/Stability: Freeze and send with frozen gel ice brix

Verify Kit Contents:

- 1 Lavender-top EDTA tube
- 1 Plastic transfer pipette
- 1 Yellow-capped 8mL plasma transver vial w/ascorbic acid preservative*
- 1 Polar Pack gel ice brix
- 1 Styrofoam insulating container
- 1 Zip-lock bag with absorbent material
- 1 Test requisition form
- 1 FedEx Clinical Pak with Prepaid Billable Stamp

*Vial contains approximately 10mg of ascorbic acid, a weak acid.

Wipe spills with a wet towel. In case of contact with eyes, flush with water for 15 minutes. In case of contact with skin, wash with soap and water.

- ◆ 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) Prior to collecting the blood, place the gel ice brix into a freezer until frozen solid (about 6 hours).

2) Draw the blood into the EDTA (lavender top) tube and invert 10 times to mix. Specimens must be centrifuged within 15 minutes of collection.

3) Centrifuge the tube for 20 minutes. Within 5 minutes of the centrifuge stopping, carefully remove the tube.

4) Remove the yellow-capped 8mL plastic transfer vial from the bag. Using the disposable pipette supplied, pipette plasma into the yellow-capped vial with ascorbic acid preservative. Fill to the line marked "1 mL". Mix by inverting the tube at least 5 times.

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

6) Place the vial into the zip-lock bag and place the bag into a freezer until ready to ship.

7) 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.

8) When ready to ship, place the frozen gel ice brix into the bottom of the Styrofoam insulating container, and then place the zip-lock bag containing the plasma vial on top of the ice brix. Close the shell and place into the cardboard shipping box. The specimen is now ready for shipment.

For best results, Doctor's Data recommends shipping specimens as soon as possible. The specimen must be received within 8 days from collection.

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