

TEST SUBMISSION CHECKLIST

Follow these instructions to ensure timely sample delivery and avoid test cancellations

COMPLETE TEST REQUISITION FORM:

- Select the Avise testing service(s) requested; failure to do so may result in test cancellation
- Fill out all sections, be sure to include:
 1. Physician information with NPI #
 2. Patient information with date of birth, ICD-9 codes and written diagnosis
 3. Billing information along with copy of insurance card(s) (both front and back)

COLLECT AND LABEL SAMPLE:

- Print patient full name, collection date, and date of birth on specimen tube
- If specimen pick-up is delayed, store refrigerated (4°C/40°F) for up to 4 days

PREPARE TRANSPORTATION KIT FOR SHIPPING:

- DO NOT SHIP ON FRIDAY; store refrigerated and ship next business day
- When ready to ship, follow these steps:
 1. Insert frozen cold pack into large well
 2. Enclose specimen(s) in small plastic bag(s) and place inside small wells, away from coldpack
 3. Samples from multiple patients may be included in the same box
 4. Replace foam lid and place the completed test requisition(s) and insurance card copies on top before closing transportation kit
 5. Affix the shipping label provided to the large shipping bag
 6. Place the closed transportation kit inside the shipping bag and seal
 7. Call overnight carrier to arrange for pickup according to the label provided

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