

**THYROID TESTS
COLLECTION & SHIPPING INSTRUCTIONS FOR**

<u>Test Id#</u>	<u>Test Name</u>
8020	THYROID PANEL - TSH, T3, FT3, T4, FT4 and rT3
4258	THYROID EVALUATION PANEL - TSH, FT4, FT3, rT3, TAB
8021	METABOLIC THYROID PANEL - TSH, FT3, rT3
8022	MINI THYROID PANEL - TSH, FT3, FT4
1550	THYROID AUTO ANTIBODIES - ATA, ATG and individual panels as ordered

KIT CONTENTS

1 - Requisition Form	1 - Icepack
1 - Instruction Sheet	1 - Cardboard Shipping Box
1 - Red Top Tube	1 - Biohazard Bag
1 - Disposable Pipette	1 - Styrofoam Container
1 - Transfer Tube	1 - UPS Next Day Air Pack (US & Canada only)
1 - Serum Filter	1 - UPS Next Day Shipping Label (US & Canada only)

CAREFULLY READ COLLECTION AND SHIPPING INSTRUCTIONS THOROUGHLY BEFORE STARTING UPON RECEIPT – REMOVE LID AND PLACE STYROFOAM CONTAINER INTO THE FREEZER – DO NOT REMOVE THE ICE PACK.

PLEASE NOTE: When shipping the specimens back to the lab, send Monday through Thursday Only. **DO NOT SHIP ON FRIDAYS AS DELIVERIES ARE NOT ACCEPTED ON SATURDAY OR SUNDAY.** Observed Holidays are as follows: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Day After, and Christmas Day.

DO NOT SEND SAMPLE(S) THE DAY PRIOR TO OR THE DAY OF A HOLIDAY.

COLLECTION INSTRUCTIONS

1. Draw a red top tube. Minimum 3 mL of serum required.
2. Allow at least 30 minutes for the blood to clot.
3. Centrifuge for at least 10 minutes.
4. Gently place the serum filter into the red top tube. Do not allow RBC's to enter in to the filter. Pull up the filter ¼ of an inch above the remaining blood below the filter.
5. Using the pipette, place the separated serum into the transfer tube. Cap tube tightly.
6. Label the transfer tube with patient's name and date collected.
7. Freeze the sample until ready to ship. Note on requisition "Specimen frozen".
8. Complete the enclosed requisition form; include payment (if required).

SHIPPING INSTRUCTIONS

1. Place the transfer tube in the biohazard bag. Seal the bag.
2. Place the requisition in the outside pocket of the biohazard bag.
3. Place the biohazard bag next to the frozen ice pack in the styrofoam container.
4. Place the styrofoam container in the cardboard shipping box.
5. Place the cardboard shipping box in the UPS next day air pack and seal securely.

6. Place return shipping label with barcode on outside UPS next day air pack.
7. Save return receipt with the tracking number for your records.
8. Call UPS toll free at **1-800-742-5877** for a pickup or for nearest drop location. UPS will pick up only on weekdays.
9. When calling for UPS pickup, request “**ON CALL AIR**” only. **DO NOT request a one-time pickup.** Meridian Valley pays for “**ON CALL AIR**” only. UPS expects the patient to pay for a one-time pickup.

