

# VITAMIN K Collection & Shipping Instructions

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#### CAREFULLY READ COLLECTION AND SHIPPING INSTRUCTIONS THOROUGHLY BEFORE STARTING.

UPON RECEIPT – REMOVE LID FROM STYROFOAM CONTAINER AND PLACE INTO THE FREEZER – DO NOT REMOVE THE ICE PACK. KEEP VIAL ON TOP OF ICE PACK WHEN FREEZING. REMOVE IT WHEN NEEDED FOR COMPLETION OF THE TEST.

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.

#### **BLOOD COLLECTION INSTRUCTIONS**

## THE PATIENT MUST BE FASTING FOR 8-12 HOURS.

- 1. Draw one full lavender top (EDTA) tube. **Protect the specimen from light** with either aluminum foil or a paper towel.
- 2. Immediately centrifuge the EDTA specimen for 10 minutes.

Please call 206.209.4200 with questions or Toll Free 855.405.8378 Monday through Friday 6:00 am – 7:00 pm PST

> 6839 Fort Dent Way, Ste 206 Tukwila, WA 98188 Fax: 206.209.4211

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- 3. Pipette 3 to 4 mLs of EDTA plasma into the amber transfer tube. *Plasma must be free of red blood cells*. Stretch the parafilm around the lid.
- 4. Label with the patient's name and date collected.
- 5. IMMEDIATELY FREEZE SPECIMEN UNTIL READY TO SHIP.

#### SHIPPING INSTRUCTIONS

- 1. Place the transfer tube in the biohazard bag
- 2. Place biohazard bag next to the frozen ice pack in the styrofoam container.
- 3. Place the shipping box and the requisition in the UPS next day air pack and seal securely.
- 4. Place return shipping label with barcode on outside UPS next day air bag. Save return receipt with the tracking number for your records.
- 5. Send the specimens Monday through Thursday only.
- 6. Call UPS toll free at **1-800-742-5877** for a pickup or for the nearest drop location. UPS will pick up only on weekdays.
- 7. When calling for UPS pickup, request "on CALL AIR" only. **DO NOT request a one-time pickup**. Meridian Valley Lab pays for "on CALL AIR" only. UPS expects the patient to pay for a one-time pickup.

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