Step 3: Ship the specimen to the lab

Specimen must be returned in the Genova Diagnostics kit box for correct delivery to the lab. Not following these instructions may result in a shipping charge.

- Plan to ship the specimen Monday – Friday overnight delivery only.
- Call 1.800.GoFedEx (1.800.463.3339) to schedule shipping. When the automated system asks “How may I help you?” say “Return a Package.” Tell the FedEx representative “I am using a billable stamp” and they will walk you through the process and make it easy.
- Make sure the tube is tightly closed and identified with completed label. Seal the tube in the bubble wrap bag and put it into the Biohazard bag, and seal it securely.
- Lay the Biohazard bag with specimen on top of the freezer brick in the foam box. Secure the foam box lid with the rubber band.
- Slide foam box back inside kit box and place your completed and signed requisition form on top before closing. Do NOT staple or tape box.
- Print your name and address in the section marked “From” on the prepaid shipping envelope label. DO NOT mark or write in any other sections.
- Put the kit box into the prepaid mailing envelope and seal the envelope.
- Keep your shipment and tracking numbers for future reference and tracking purposes.

Check Your Kit

A - 2 SST serum collection tubes
B - 2 Transfer tubes
C - 1 Pipette
D - 1 Biohazard bag and absorbent pad
E - 1 Bubblewrap bag
F - 1 Freezer brick
G - 1 Foam insulator box
H - 1 Rubber band
I - 1 Requisition (to be completed and signed)
J - 1 Questionnaire (to be completed and returned)
K - 1 Prepaid mailing envelope

- If any items are missing or expired, call Client Services at 800.522.4762, then press 1
- Keep the kit box for shipping your specimen to the lab.
Step 1: Important things to know and consider

- **Severe illness or hormone-modifying substances** such as tamoxifen, antibiotics, hormone replacement therapies, and herbal and nutritional supplements may influence test results. These circumstances will not interfere with the test but are likely to shift some of the results and may be used as clinical guidelines to customize therapy.

- **Synthetic hormones**, such as those in oral contraceptives and medroxyprogesterone acetate (Provera™) will NOT be reflected on the test. Similarly, only a fraction of the estrogen in Premarin™ will be represented (in the estrone measurement), although downstream metabolites may be affected.

- **Results for pre-menopausal women with irregular cycles** and difficulty determining stage of menstrual cycle require careful interpretation due to the cycle-dependent (luteal phase) reference ranges.

Schedule & Prepare for the blood draw

- **Schedule the patient accordingly**
  - Pre-menopausal women: Draw the blood specimen between days 19 and 25 of the menstrual cycle.
  - Menopausal women: Draw the blood specimen on any day.
  - Women on Hormone Replacement Therapies: Draw the blood specimen approximately 8-10 hours AFTER the last dose of any hormone-containing medication.
  - Follow-up testing: It is essential to collect the specimen on the same day of cycle or phase of hormone therapy as the previous sample.

- **Contact FedEx and schedule to ship the specimen overnight delivery** Monday - Friday. Sample MUST be stored frozen at least 2 hours before shipping.

- **Freeze the enclosed freezer brick** a minimum of 8 hours before shipping.

- **Complete the Requisition Form** with all patient and billing information. Be sure it is signed by the Patient/Responsible Party and the healthcare provider.

Step 2: Blood Draw & Serum Preparation

Not following these instructions may affect the test results.

1. Write the patient’s full name and the time and date of collection on each tube.

2. Draw blood to fill the SST tubes.

3. Allow the blood in the SST tubes to clot for 15 minutes while standing in a rack.

4. Centrifuge the tubes for 15 minutes at 3000 RPM.

5. Transfer at least 8 ml of the serum from the SST tubes into each transfer tube using the pipette. Screw the top on the tubes tightly to avoid leakage. Discard the SST tubes.

6. Freeze the transfer tubes immediately in the bubble wrap bag. Samples must be frozen a minimum of 2 hours prior to shipping. Keep samples frozen until ready to ship.

7. Complete the Requisition: **Test cannot be processed without this information.**
   - Enter date in box labeled “Date Final Sample Collected.”
   - Mark the appropriate line to indicate the patient is one of the following:
     - Premenopausal,
     - Menopausal and not using hormone-replacement therapy, or
     - Menopausal and using hormone-replacement therapy.