

Blood Collection & Shipping Instructions



Please follow the instructions below to accurately complete the requisition. For additional assistance, please call 903.805.9955.

Step 1: Advanta Genetics Blood Requisition

The requisition can be pre-populated with most of the patient's information (by Technician/Nurse Staff/Front office staff).
Please verify it is correct, and make any necessary changes.

If using online orders, please complete all necessary/required fields. To complete the paper requisition form:

1. Provide name and address of ordering provider.
2. Patient's Name (Last name and First name), Date of Birth, Gender
3. Insurance Info (Client Bill - Billed to Clinic; Insurance - Billed to Patient's Insurance, Self-Pay, front & back of insurance card)
4. Known Drug Allergies
5. Specimen Information
 - a. Please indicate tube type
 - b. Collection Date/Time
 - c. Collector Name
 - d. Ordering Provider
6. Provide all medically necessary diagnosis codes.
7. Testing Orders
8. Provider's Signature and Date

Step 2: Specimen Collection and Preparation

To ensure safety and validity of the sample, it is important to follow the instructions provided below:

1. Confirm the patient's identity matches the paperwork you received. If patient is unable to identify themselves, have a nurse identify patient, and have them sign on requisition or patient service log that they identified the patient.
2. Check that the tests and diagnosis codes are marked clearly on the requisition form.
3. Confirm that you are drawing the correct color tubes for the testing ordered.
4. Draw blood using aseptic technique and correct draw order. Refer to the draw order chart on Page 3.
5. Gather supplies needed to perform venipuncture. Bring supplies near the patient. Remove any gauze or alcohol from packaging.
6. Wash hands (with soap and water or hand sanitizer) before putting on gloves.
7. Decide which arm you will draw the blood sample from and tie the tourniquet 3-4 inches above the venipuncture site. Keep in mind that leaving the tourniquet on the patient's arm for an extended period can cause damage or injury. Do not exceed one minute, in order to prevent hemoconcentration. Do not draw blood from IV lines. Collect blood from the opposite arm.
8. Find a palpable vein.
9. Disinfect the puncture site with an alcohol wipe by starting at the center of the venipuncture site and working outwards 2-4 cm.
10. Allow area to completely dry to reduce risk of contamination.
11. To insert the needle, anchor the vein with your thumb at approximately one inch below the puncture site. Do not touch the venipuncture site. Then, insert the needle quickly at a 15-30 degree angle.
12. Install the tube into the hub and assess the blood flow.
13. Once the tube is full, carefully remove it from its holder.
14. When holding the tube, invert it to mix the sample about **3 to 10 times**. Do not shake the sample.
15. Repeat steps 12, 13, and 14 until all the testing tubes provided are full. Check in with the patient and see how they are feeling.
16. When the last tube is filled, do not remove it from the hub. Untie the tourniquet, then remove the tube and invert it.
17. Remove the needle and firmly place cotton gauze onto the puncture site to stop the bleeding.
18. Enact the needle's safety function and dispose of it.
19. When the bleeding has stopped, apply a bandage (tape or coband pressure wrap) over the site.
20. Label all the tubes with the patient's name, date of birth, time and date of collection, and your initials before leaving the patient.
21. Check the site to ensure there is no bleeding from the site through the bandage.
22. Dispose of all trash and medical waste properly.
23. Check in with the patient and see if they are feeling okay after the procedure is complete before leaving.
24. Spin blood down for separation of serum and plasma. Do not spin whole blood (purple tube) - See page 3 for reference.
25. Do not use a battery operated centrifuge.

The collection process is now complete and ready for shipping.

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IN LABORATORY TESTING

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Step 3: Ship the Specimen to Advanta Genetics – Samples MUST Be Shipped at 2–8° C

For Shipping:

1. Please deliver to lab as soon as possible. **Please refer to the stability table below regarding required transit items.**
2. Place sealed Biohazard bag into cooler, and surround the sample with paper towels. Place ice packs on the outside of the paper towels.
3. Place cooler into box – tape up and place label on outside of box, if shipping.

For Courier:

1. Please deliver to lab as soon as possible. **Please refer to the stability table below regarding required transit items.**
2. Please contact Advanta Genetics for a courier pickup: 903.805.9955

Assay Abbreviation	Specimen	Storage Stability
Ammonia	Plasma	2 hours on ice
CBC	Whole Blood	6 hours on ice
Cortisol	Serum	8 hours on ice
Hemoglobin A1c	Whole Blood	8 hours on ice
PTT	Plasma	2 hours on ice
Testosterone	Serum	8 hours on ice
Total Homocysteine	Serum	6 hours on ice
TPO	Serum	8 hours on ice

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Order of Draw

Draw Order	Bottle/Stopper	Additive	Notes
1.		Culture Bottles	See bottle label
2.		Light Blue	Citrate Tube must be filled completely. Note: When using a winged blood collection set and a coagulation (citrate) tube is the first specimen, begin by drawing another partially filled citrate tube. This discard tube is used to fill the winged set tubing's "dead space" and helps ensure a proper blood-to-additive ratio.
3.		Gold	Gel, Serum Do not use gel tubes for toxicology or drug testing.
4.		Red	No gel, serum
5.		Green or Tan	Heparin
6.		Lavender or Tan	EDTA
7.		Royal Blue	EDTA
8.		Gray	Sodium Fluoride (Glucose)
9.		Yellow	Citrate ACD This tube is drawn last.

Mixing Chart

BD Vacutainer™ Tube Type	Stopper Color	Number of Inversions
EDTA	Lavender	8-10
Citrate	Light Blue	3-4
SST with Gel	Red/Black	5
Serum	Red	5
Sodium Fluoride	Gray	8-10
Heparin	Green	8-10

Separation

For serum tubes only (no gel).

Clot	Spin	Pour Into Transport Vial
For clot to form, keep tube at room temperature for minimum 30 mins. Do not exceed 60 mins.	1100-1300 RPM for 10 - 15 minutes	Label with specimen type and patient ID