



Oncology/Genetics Specimen Handling Protocol

Processing:

- Blood or bone marrow samples should be collected in EDTA (purple top) tubes. Heparin tubes may be substituted only if there is no alternative.

Packaging:

- Specimens should be contained within the primary leak proof container (vacutainer tube), clearly labeled with patient name and ID number. Several specimens may then be placed into a secondary leak proof container such as a zip lock biohazard plastic bag which contains absorbent material. Absorbent material includes paper towels or cotton balls.
- All laboratory request forms must be packaged separately from the primary specimen container in order to prevent contamination of the forms. If ice packs are used, please place forms in their own plastic bag.
- Place specimens in a styrofoam container for shipment.

Shipping: **We Do Not Pay for Shipping Charges**

- Specimens can only be received Monday through Friday, 7:30 AM to 4:00 PM.

Ship specimens by standard overnight delivery, to the attention of Molecular Diagnostics, UPMC, at the following address:

Molecular Diagnostics, Pathology Department
3550 Terrace Street
780 Scaife Hall
Pittsburgh, PA 15213-2500

Billing:

Fill out our Oncology or Genetics requisition completely. We don't bill patient's insurance if the specimen is drawn at a hospital other than a UPMC Health System hospital. If you are not a UPMC Health System hospital please notify this on the test requisition form under Name of Person Responsible for Payment. Place your organizations name, address, phone and fax number here. Also include the name of a party that can be contacted in regards to payment. If the specimen is drawn from and being sent by a physician's office we are able to bill the patient's insurance for the patient. Please submit all patient demographic and insurance information with the specimen. Please make sure the patient knows they will be held responsible for any charges not covered by their insurance company.