



### US FedEx Shipping Instructions:

- 1) Place the cardboard kit box containing the specimen and the completed test requisition form into the FedEx Clinical Pak.
- 2) Write your name and address in the space provided on the prepaid Billable Stamp and tear off the Customer Receipt for your records. Affix the Billable Stamp to the Clinical Pack in the space provided.
- 3) Call FedEx toll free at **1-800-238-5355** to schedule your pickup. When you hear the automated greeting say "REP". You will then be asked if you are calling to ship a package; reply "YES" to be connected directly to a live FedEx representative. Tell the representative that you need a pickup for a shipment using a prepaid "BILLABLE STAMP" and give your address.

**Do not use a drop box.** FedEx will not accept specimens placed into a drop box.

Doctor's Data provides prepaid shipping materials for use in shipping specimens from Canada, Ireland, United Kingdom, and the United States. If you are located outside of these countries or choose to use a different courier or level of service than provided, you must make your own shipping arrangements at your own expense.



US & CANADA: 1.800.323.2784 - UK: 0871.218.0052  
ELSEWHERE: 1.630.377.8139 - FAX: 1.630.587.7860  
3755 Illinois Avenue, St. Charles, IL USA 60174-2420  
inquiries@doctorsdata.com - www.doctorsdata.com

### Vitamin D; serum

#### Before You Start:

**Please read all of the directions, and familiarize yourself with the collection procedures.**

The test requires no special diet. It is generally recommended to refrain from taking non-essential medications, and dietary supplements for 72 hours prior to the specimen collection, unless otherwise instructed by your physician. *Never discontinue prescription medications without first consulting your physician.*

#### Verify Kit Contents:

- 1 Red-top blood collection tube for serum
- 1 8mL serum transfer vial with cap
- 1 Plastic transfer pipette
- 1 Zip-lock bag with absorbent material
- 1 Test requisition form
- 1 FedEx Clinical Pak with Prepaid Billable Stamp

- ♦ If you are missing kit components, please call Doctor's Data's Customer Service department for assistance.
- ♦ Save the cardboard collection kit box to ship your samples back to the laboratory.

### Collection Instructions:

- 1) Write the patient's name, date of birth, and the collection date on the blood tube and the serum transfer vial. ***The test cannot be performed without the patient information on the vial.***
- 2) Draw blood into the supplied red-top tube.
- 3) Place the tube upright and allow the blood to clot for at least 15 minutes.
- 4) **Within 2 hours of collection, centrifuge the red-top tube for 15 minutes.**
- 5) After centrifuging, use the transfer pipette to transfer the serum (top layer) to the 8mL transfer vial. A minimum of 2mL is recommended for analysis.
- 6) Discard the red-top blood tube and transfer pipette.
- 7) Place the transfer vial into the zip-lock bag with absorbent material and seal. Place the zip-lock bag into a refrigerator until ready to ship.
- 8) Fill out the test requisition form completely and sign it. ***The test cannot be performed without a properly filled out requisition.*** Place the completed requisition form in the cardboard shipping box. The specimen is now ready for shipment.
- 9) When ready to ship, place the zip-ock bag with the serum transfer vial into the cardboard shipping box.

For best results, Doctor's Data recommends shipping specimens as soon as possible. If you cannot ship the specimen on the same day you finish the collection, such as over a weekend or holiday, keep the serum vial in a refrigerator until you are ready to ship the test collection kit.

**Consult your physician if you have any questions during the test collection process.**