

## Shipping Instructions

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Your kit box (outer packaging) is already addressed at the front. This label contains the destination address for your blood samples at:

Unit 12, Central Business Centre, Iron Bridge Close, London, NW10 0UR.

Please fill in your full sender address, at the back of your returned kit.

Keep the UN3373 Diamond Hazard Warning Logo clear at all times.

**Please ensure your samples are collected and shipped on the same day as the blood draw, to reach us by the next working day.**

**Due to COVID-19, please take your completed kit to the post office (Monday to Thursday only) and purchase a Royal Mail Special Delivery Guaranteed by 9 am, next day\* (this enables delivery by 11 am on the next working day).**

\*For more details, please visit [www.royalmail.com/sending/uk](http://www.royalmail.com/sending/uk)

To enable tracking of your specimen in transit, please record your tracking reference number, found on the shipping receipt.

Failure to prepare in advance may affect your collection and so your blood samples.

For assistance, please contact our Logistics Team on 0203 995 4202 (Ext. 2) Monday to Friday 9 am to 4:30 pm

## ! COVID-19

### FDX – Blood Test Instructions



Thank you for your order.

Please read this guidance leaflet before planning any arrangements.

Should you have any questions, please contact us in advance of your blood draw.

**Please note, your Requisition Form MUST be included with your samples. If not received, your samples cannot be processed.**

## Patient Information

### When should I book my test?

Arrange for your blood to be drawn and sent to us (or collected by a courier) **Monday to Thursday** only. Please ensure the next working day is not a bank holiday or a weekend in the UK or Ireland. This will help to prevent delays and invalidation of your specimen.

### How do I prepare for my test?

- **Do not eat** for 12 hours before your blood test.
- **Drink plenty of water** before your blood test.
- **Do not stop any medications** without checking with your healthcare professional beforehand.
- Ideally, **stop supplementation 24-48** hours before testing, but not without prior guidance from your health care practitioner.

### Where can I take my test?

- You can choose any location you like to collect your blood, but they must have a **centrifuge** on-site as part of the blood separation process.
- For partner sites that can help please visit <https://functionaldx.com/blood-draw-location/>

### When do I make my payments?

- You **MUST** pay your practitioner for your test in advance.
- Blood draw payments must be made directly to the clinic you attend.

### How do I get my Requisition Form?

- An automated copy will be sent to **your mailbox** once the payment transaction has completed. Please check your spam mail if not received.
- You should additionally receive a copy from your healthcare professional.
- If necessary, please contact us to request a copy.
- **Your Requisition Form MUST be included with your samples. If not received, your samples cannot be processed.**

## Phlebotomist Instructions

### What's in your test kit?

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- 1 x Light Blue Top Tube – Citrate
- 2 x Gold Top Tubes – SST / Gel (if 3 are included, pls FILL all 3)
- 2 x Purple Top Tubes – EDTA (if 3 are included, pls FILL all 3)
- 1 x Grey Top Tube – Fluoride Oxalate
- 1 x Aliquot Tube (clear tube with white top)
- 1 x Pipette
- 1 x Seal bag with an absorbent pad
- 1 x Security Seal Label
- 1 x Instruction sheet for Patient & Phlebotomist
- 1 x Addressed, Return Shipping Box

### Blood Draw

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- **Check** the Requisition Form match your patient details
- **All tubes MUST be filled to the indicator lines at the top** (grey tube only - 2ml)
- **Draw** all tubes in the below order. Gently inverting all tubes, as indicated by the number in the brackets:
  1. Light Blue Top Tube – Citrate (3-4 times)
  2. Gold Top Tubes – SST / Gel (5 times)  
(2 x tubes **MUST** be centrifuged & aliquoted, see detailed process\* below)
  3. Purple Top Tubes – EDTA (8-10 times)
  4. Grey Top Tube – Fluoride Oxalate (8-10 times)
- **Complete** all tube labels with patient's full name, D.O.B. and date of the draw

#### Gold Top SST Tubes Centrifuge Process\*

- 2.1. **Draw two Gold Top SST tubes to the top (2 x 5ml)** and rest for 15 minutes
- 2.2. Centrifuge two Gold Top SST tubes for 15 minutes at 3000 to 3500 RPM
- 2.3. Remove the serum from BOTH Gold Top SST tubes using the pipette
- 2.4. **Fill the Aliquot tube to the top (5ml) with the removed serum** and close securely
- 2.5. Discard both used Gold Top SST tubes

### Packing

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- **Place** all completed tubes (primary packaging) in the biohazard bag (secondary packaging) and seal securely, then place back in original box (outer packaging)
- **Complete draw details** of patient's Requisition Form.
- **Client to sign & date** Requisition Form, then place it in the returned box
- **Seal** box with the security label provided and hand to the client.
- **Samples must be dispatched on the same day as the blood draw**