



Meridian  
Valley LAB

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Instructions For	Serum Thyroid Panels
When to Ship	Monday-Thursday
Observed Holidays <i>*Do not ship the day before an observed holiday</i>	New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and following day, Christmas Day.
Notes for this test	Upon receiving the kit, remove lid and place Styrofoam container into the freezer. Do not remove the ice pack.

Kit Contents	
1 Requisition Form	1 Icepack
1 Instruction Sheet	1 Shipping Box
2 Red Top Tube	1 Biohazard Bag
1 Disposable Pipette	1 Styrofoam Container
2 Transfer Tube	1 UPS Lab Pak
2 Serum Filter	1 UPS Return Label
1 Patient Questionnaire	

## Collection Instructions

Draw the two red top tubes. Minimum 3mL of serum required.

Allow at least 30 minutes for the blood to clot.

Centrifuge for at least 10 minutes.

Gently place the serum filters into the red top tubes. Do not allow RBC's to enter into the filter. Pull up the filter  $\frac{1}{4}$  of an inch above the remaining blood below the filter.

Using the pipette, place the separated serum into the transfer tubes. Cap tubes tightly.

Label the transfer tubes with patient's name and date collected.

Freeze the samples until ready to ship. Note on requisition "Specimen frozen".

Complete the enclosed Thyroid Symptoms Questionnaire, requisition form; include payment (if required).

## Shipping Instructions

Place the transfer tubes in the biohazard bag.

Place the requisition and questionnaire in the outside pocket of the biohazard bag.

Place the biohazard bag next to the frozen ice pack in the Styrofoam container.

Place the Styrofoam container in the cardboard shipping box.

Place the shipping box in the UPS lab pak and seal securely

Place return shipping label with barcode on outside of UPS lab pak.

Save return receipt with the tracking number for your records.

Call UPS toll free at 1.800.742.5877 for a pickup or for the nearest drop location. UPS will only pick up on weekdays.

When calling for UPS pickup, request "ON CALL AIR" only. DO NOT request a one-time pickup. Meridian Valley

Lab pays for "ON CALL AIR" only. UPS expects the patient to pay for a one-time pickup.