

# Quick Guide

For specimen submission, this quick guide lists required materials and information; page numbers refer to the full Protocol Booklet, downloadable via the QR code.



**GETTING STARTED** PP. 3-11



- Before submitting your case(s), ensure you have enough slide and block holders (PP. 6-7).
- Carefully review specialty specific requirements for submission (PP. 8-11).

\*(ordered separately)

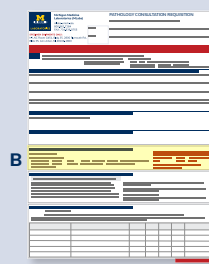
**STEP 1 | FILL OUT REQUISITION SECTION A** P. 12



**REQUIRED**

- Patient information: MRN, legal first and last names, birthdate, and legal sex
- Billing options
- Referring pathologist contact information
- Brief clinical summary

**STEP 2 | FILL OUT REQUISITION SECTION B** P. 13

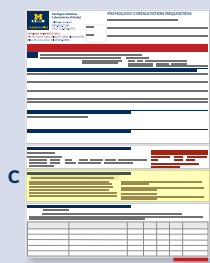


**ADVISED**

**Consultation Requests** (as directed by the referring pathologist):

- Preferred consultant
- Preferred specialty service

**STEP 3 | FILL OUT REQUISITION SECTION C** PP. 14-15



Use the checklist to organize documents in the order listed:

- Requisition (top)
- Cover Letter (optional)
- Pathology Report (required)
- Clinical Notes
- Additional Case Information
- Radiology Reports
- Clinical Photos
- Insurance/ Demographic Facesheet

**STEP 4 | GATHER ALL BLOCKS FOR CASE(S)** P. 16



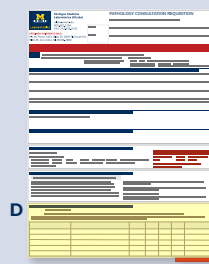
- Include FFPE Block(s) outlined under specialty requirements.
- Label all block(s) with accession number/case identifier, part of case, and block number. Computer generated cassette labels advised.
- If your pathologist performed a special stain or IHC, include the FFPE block for quicker processing as additional stains must be completed in our laboratories.

**STEP 5 | GATHER ALL H&E SLIDES** P. 17



- Include original H&E slides per specialty requirements.
- Add 30 minutes to the drying oven cycle to reduce slides sticking and breaking in the mailer.
- Label all slides with accession number/case identifier, part of case, slide number, type of stain.

**STEP 6 | FILL OUT REQUISITION SECTION D** P. 18



- Tally up total number of cases and requisition copies.
- Complete the table with materials sent with each case: accession number/case identifier, tissue source, collection date, number of slides and blocks, and block identifier.

**STEP 7 | PACKAGING MATERIALS** PP. 20-21



- Make two copies of the slides and/or blocks: one for your records and one to send with the kit materials.
- Place the blocks in the holders, add the holder and a frozen cold pack to the foil pack, and seal.
- Secure slides in holders with cellophane tape, place in specimen bag, and seal.
- Place submission in the following order: foil pack with blocks (bottom), specimen bag containing slides and paperwork (top).

**STEP 8 | COURIER/SHIPPING** PP. 22-23



(ordered separately)

- Insert closed kit into shipping/courier bag and seal.
- Attach the shipping label to the front of the bag (FedEx/UPS only).
- Apply consult materials label on bag and fold over (ordered separately).