

# Non-centrifuged Blood Test Instructions

Thank you for your order.

Please read this guidance leaflet carefully before making any arrangements.

**Your 'Patient Request Form' MUST be included with your blood samples. If this form is not received your blood samples cannot be processed, and an admin fee of £25 will be applied.**

# Patient Instructions

## What's in your test kit?



 x Gold top  
tube/s-SST/Gel\*



Security  
seal label



 x Purple top  
tube/s-EDTA\*



Instructions  
for Patient &  
Phlebotomist



 x Grey top  
tube - Fluoride  
Oxalate\*



Patient  
Request Form



Biohazard self-  
seal bag with an  
absorbent pad



Pre-addressed,  
return postal box

\*Test dependent

## When should I book my test?

Arrange for your blood to be drawn and sent to us (or collected by own 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 blood samples, leading to rejection and a £15 admin charge.

## How do I prepare for my test?



**Do not eat** (including any fluids, except water) for 12 hours before your blood test.



**Hydrate well, drinking water**, for 48 hours before your blood test.



**Do not stop any medications** without first checking with your **Healthcare Professional**.



Ideally, **stop supplementation** 48 hours before your test, but not without prior guidance from your Healthcare Professional (HCP).



**Avoid intense exercise** for 48 hours before your test.

## Where can I take my test?

- You can choose any location you like for your blood draw.
- Your blood draw appointment must be booked in advance. We suggest after your test kit is delivered to you.
- To find suggested locations, please visit: **<https://functionaldx.com/blood-draw-location/>**

## How do I get my 'Patient Request Form'?

- A copy is sent to your HCP by email on receipt of payment.
- A further copy is included with your test kit, where applicable.
- If necessary, please ask your HCP for a copy.

**Your 'Patient Request Form' MUST be included with your blood samples. If this form is not received your blood samples cannot be processed, and an admin fee of £25 will be applied.**

## When do I make my blood draw payment?

- The fee towards your blood draw **MUST** be made directly to the clinic you attend, unless otherwise advised.

## When will my order expire?

Your order is **valid for 60 days** from the day payment is made.

All test samples must be submitted to the lab within this period.

For full details, please refer to our Terms & Conditions **<https://functionaldx.com/terms-conditions-2/>**

**For further assistance, please contact your HCP.**

# Phlebotomist Instructions

## Blood Draw - Non-Centrifuged



**Check** that the **patient's personal details** are correct on the '**Patient Request Form**' and **amend** manually, if necessary.



**Fill in the blood draw details** on the '**Patient's Request Form**'.



The **tubes MUST be filled to the indicator lines at the top** (especially the light blue tube). The grey top tube indicator line may be in the middle.



**Draw all tubes** in the order listed below. **Gently inverting** all tubes as you proceed:

- 1.** Gold top tubes – SST/Gel (invert 5-7 times)
- 2.** Purple top tubes – EDTA (invert 8-10 times)
- 3.** Grey top tube – Fluoride Oxalate (invert 8-10 times)



**Complete all tube labels** with the patient's **full first name, surname, and date of birth**, as a minimum Quality Policy requirement (to avoid rejection at the lab and a £15 admin fee). The **patient details** must **match** the details on the '**Patient Request Form**'.



**Ask the patient to sign and date** the '**Patient Request Form**'.

## Packing Checklist

- ☐ **Remove** the security label from the Biohazard bag.
- ☐ **Place** all completed tubes in the Biohazard bag together with the absorbent pad.
- ☐ **Peel** off the bag's adhesive tape and seal securely.
- ☐ **Place** the sealed bag in the original pre-addressed return postal box.
- ☐ **Place** the completed **'Patient's Request Form'** in the box.
- ☐ **Seal** the box with the security label provided.
- ☐ **Hand** the sealed box to the patient for posting (if applicable).

**Blood samples must be posted on the same day as the blood draw.**

# Shipping Instructions

Your kit box is already addressed to the lab.

Please complete your sender name, house number and postcode in the allocated space on the label.

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

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

Take your completed kit to the post office (Monday to Thursday only) and purchase a

## **Royal Mail Special Delivery Guaranteed by 1pm\***

(this enables delivery to the lab by the **next working day**).

Please ensure the **next working day** is not a bank holiday in the UK or Ireland.

Posting your blood samples to the lab on the **wrong day** may invalidate your samples, leading to rejection and a £15 admin charge.

\*For more information, visit [www.royalmail.com/sending/uk/special-delivery-guaranteed-1pm](http://www.royalmail.com/sending/uk/special-delivery-guaranteed-1pm)

To enable tracking of your blood samples in transit, please record your tracking reference number, which can be found on your postage receipt.

**For further assistance, please contact your HCP.**