

## NEXT STEPS

### Ordering FoundationOne / FoundationOne Heme



**Oncologist /  
Haematologist**



**Pathologist**



**FMI**



**Roche**



**1.** Obtain the order form and Roche informed consent form from Roche Foundation Medicine Customer Care freephone 0800 731 5711 or on-line at: [www.foundationmedicine.co.uk](http://www.foundationmedicine.co.uk)





**2.** Complete and sign the order form and obtain patient consent using either the Roche informed consent form provided or your local informed consent form that covers genomic profiling. Do NOT send patient consent to Roche or Foundation Medicine (FMI)



**3.** Request the order form to be signed by the purchasing organisation. Request the purchasing department to raise a purchase order



**4.** Fax or e-mail the signed order form **and purchase order** to Roche Foundation Medicine Customer Care  
 0800 917 8307 or  
 [welwyn.foundationmedicine\\_custcare@roche.com](mailto:welwyn.foundationmedicine_custcare@roche.com)



**5.** Inform the Pathologist that an order has been placed



**6.** Send out an information pack to the Oncologist/Haematologist and Pathologist



**7.** Perform biopsy, as per the specimen guideline provided in the information pack, and send the patient sample to the Pathologist



**8.** Complete and sign the requisition form provided in the information pack



**9.** Send a copy of the signed requisition form and signed informed consent form to the Pathologist



**10.** Prepare the tissue sample



**11.** Arrange pick up (Roche Foundation Medicine Customer Care will issue an order confirmation to the Oncologist/Haematologist and Pathologist)



**12.** Package the tissue sample as per the packing instructions provided in the information pack. Put the requisition form in the shipment box and release the sample to the courier



**13.** Analyse the tissue sample and prepare the report (approx. 11-14 days after receipt of a satisfactory sample)



**14.** If you don't already have a Foundation Medicine Online account one will be requested for you. Please watch out for the email notification and set up your account. If you already have an account please ensure your notifications are set to advise you when your report has been uploaded.



**15.** Issue the report through the Foundation Medicine Online portal.



**16.** Receive the report through the Foundation Medicine Online portal and review with the local multidisciplinary team



**17.** Return any remaining tissue sample to the Pathologist