

## NEXT STEPS

### Ordering FoundationOne® Liquid CDx



**Health Care Professional**



**Roche Foundation Medicine (RFM) Customer Care Team**



**Foundation Medicine Laboratory**



**Phlebotomist/Pathologist**



1. Obtain the order form and patient consent form via the website [www.foundationmedicine.co.uk](http://www.foundationmedicine.co.uk) or directly from Roche via email: [uk.foundation@roche.com](mailto:uk.foundation@roche.com) or freephone 0800 731 5711 option 3. Orders can also be placed online, for online orders please contact the Roche Foundation Medicine Customer Care team.



2. Complete and sign all sections of the order form and obtain patient consent using either the Roche patient consent form provided or your local informed consent form that covers genomic profiling. Please do not send the patient consent form to Roche or the laboratory. This should be kept for your own records.



3. Please indicate on the order form if a Liquid CDx shipment kit is required and provide a delivery address, if different from the sample collection address. Please note that samples must only be shipped in the kit provided by Roche. Email the signed order form to Roche: [uk.foundation@roche.com](mailto:uk.foundation@roche.com) or freefax 0800 917 8307.



4. Roche will send a test requisition form (TRF) for completion together with an information pack for first time orders. For online orders follow the online instructions, download and print the TRF ensuring all details are accurate. Please refer to both the Specimen and Packing Instructions carefully to avoid potential errors with the sample. For on-line orders please follow the on-line instructions on how to download the test requisition form directly to your computer.



5. Before the blood draw is taken, check that the expiry date on the Liquid CDx shipment kit is in date. One day before the blood draw is due to take place, please contact Roche (refer to contact details in Step 1.), who will arrange for a courier to pick up the sample. Please be aware that it is important that samples arrive at the laboratory within 7 days from blood draw.



6. Prepare the sample as per the packing instructions provided. Check that the TRF has been fully completed, signed and dated as errors or omissions may result in service delays. Place the TRF and a redacted pathology report into the shipment kit. Roche will send you a courier label, please apply this to the outside of your package.



7. The laboratory will analyse the sample and the patient report will be released approximately 14 days after receipt at the laboratory of correct documentation and a satisfactory sample.



8. New users will receive a "Welcome" email notifying you to activate your Foundation Medicine online portal account, please action within 5 days. This will allow you to receive your patient report.



9. You will receive a notification when the patient report is available on your online portal. Should you have any queries regarding the patient report please contact Roche Medical Information Team on freephone 0800 3281 629. You should also receive access to this patient report via a secure email.