



# Before you order

## 1. Please check the Specimen meets the minimum pathology requirements

For best results and to avoid delays, specimens submitted for testing should be prepared according to the relevant specimen instructions. Please share in advance these details and instructions with the pathologist, nurse or other professional preparing the specimen to ensure they will meet the minimum requirements.

## 2. Check the information required to complete the order

- Contact Details - Contact details of the Ordering Physician and/or Pathologist.
- Address - where the specimen is required to be picked up from and date when it's available (if known).
- Patient Data - Date of Birth, Gender and Hospital Patient Reference information.
- Specimen & Diagnosis Information - Transplant history, Specimen Site, Stage and Date of Specimen collection (ie - Date of Biopsy or Date of Blood draw).
- Specimen ID information - This ID must exactly match the ID on the laboratory Test Requisition Form (TRF).

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<p>Please be aware that <u>testing can only be performed</u> if the Specimen ID on the block/slides and the combination of letters and numbers, exactly matches the information added into the online order portal and Test Requisition Form (TRF).</p>	<p>Please ensure that two unique patient identifiers (we recommend Date of Birth &amp; Roche Order Number) are entered onto the tube labels provided and these are stuck along the length of the plastic vials over the label that is already on the blood collection tube.</p> <p>Testing can only be performed if the two patient label identifiers match the information entered into the online order portal and TRF. Incorrectly labelled tubes will be discarded by the lab and a new sample will be required.</p>

## 3. Documents required to place the order

- Patient Consent form signed (do not send to Roche or Foundation Medicine, this is for your records only)
- Anonymised Pathology report (if available)

## 4. Once the order is complete:

Please print the Test Requisition form (TRF) from the on-line order portal or order confirmation email, checking all fields are accurate. Sign and date the TRF and add to the shipment kit with the sample (do not send to Roche).

Please note the date format for signature is MONTH/DD/YYYY.

Roche will be in touch with you to arrange collection of the specimen and shipment kit and will send the relevant address labels.