

Before You Order



1. Please check the blood specimen meets the minimum requirements:

For best results and to avoid delays, blood specimens submitted for testing should be prepared according to the **FoundationOne® LCDx specimen instructions**. Please share in advance these details and instructions with the nurse or other healthcare professional preparing the specimen to ensure they will meet the minimum requirements. Further supporting documents can be found on **www.foundationmedicine.co.uk**



Please ensure you have an **in date** FoundationOne® Liquid CDx shipment kit that has been stored as per kit instructions. You can request these from the Roche Customer Care Team on 0800 731 5711 option 3 or by emailing **uk.foundation@roche.com** and we can support you further.



2. In order to complete the online order:

Online Order Portal Registration - follow the link **www.foundationmedicine.co.uk/order-now.html** and click on the “Order Now” button to either log in or register for the Online Ordering Portal. If you are a Delegated User (DU) wanting to order on behalf of a physician, you may need to contact Roche Customer Care in order to finalise the DU setup.



3. Information required to place the order:

Consent Form - patient consent is required. This is for your records only, please do not send to Roche or Foundation Medicine.

Contact Details - contact details of the Ordering Physician.

Specimen Pick Up Address - the exact location (including dept/floor etc) and date (if known) that the specimen will be available for collection.

Patient Information - date of Birth (DOB), biological sex, transplant history and Hospital Patient Reference number.

Specimen & Diagnosis Information - diagnosis site, stage and date of specimen collection (i.e. date of blood draw/DOC - date of collection).



4. Actions to take once the order is complete:

TRF Document - download & print the Test Requisition Form (TRF) from the order confirmation page (Download Button), check all fields are accurate/complete. Sign and date, then enclose this document in the shipment kit with the sample.

Tube Labelling - please ensure that the two dates (DOB & DOC) are entered onto the tube labels in the correct format (YYYY/MM/DD). The new orange label must **ALWAYS** be applied to the appropriate field or comments section of the TRF. The unique pre populated 8 digit tube number will link the sample with the TRF to reduce manual errors. Incorrectly labelled tubes may be discarded by the lab and a new sample will be required.

FedEx Shipment Label - This can now be requested directly by yourselves in the ordering portal, otherwise Roche Customer Care Team will provide the FedEx shipping label according to the pick up details provided when the order is placed. If no blood draw date has been specified on the order, we look forward to receiving the details in due course to enable us to schedule the FedEx collection. If your order is submitted before mid-day, same day collections can be arranged - please ensure a 3 hour collection window is given. Please avoid FRIDAY collections if at all possible.



Please note: Any missing fields on the TRF will delay testing at the lab until all information is given.

For further support please call Roche Customer Care Team on
Phone: 0800 731 5711 option 3 | **Email:** uk.foundation@roche.com
To order please login here - go.roche.com/FoundationMedicineOnline
(note that internet explorer (IE) is not a supported/compatible browser)