PHLEBOTOMISTS USE ONLY

Plasma Collection and Shipping Instructions

Step 1: Verify Kit Contents Before Starting the Blood Draw

- [ ] Requisition form
- [ ] 2 K2 EDTA draw tubes **Verify expiration date**
- [ ] 2 polypropylene aliquot tubes
- [ ] Transfer pipette
- [ ] 2 gel ice packs
- [ ] Biohazard transport bag
- [ ] Temperature tracker (if available)
- [ ] FedEx shipping label
- [ ] Shipping box and insulated transport sleeve

- [ ] **Freeze the 2 gel packs** for at least 8 hours or use pre-frozen packs of a similar size.

Step 2: Blood Collection and Plasma Separation

NOTE: Analytes are extremely sensitive to temperature and to freeze/thaw cycles. It is critical that samples are never frozen and time spent at room temperature is minimized.

- [ ] **1** Fill out requisition form: **collection date & time**, your contact information, and patient information. Ensure patient has signed form. Some orders are placed digitally and kits may arrive with a blank/unsigned form. **All Neurocode kits have a valid verified doctor's order**; call if you require additional verification.
- [ ] **2** Write patient name and DOB on each aliquot tube. (unlabeled samples will be rejected)
- [ ] **3** Collect blood in 2 lavender top K2 EDTA tubes.
- [ ] **4** Invert EDTA tubes 8 times to mix.
- [ ] **5** Immediately centrifuge within 15 minutes of collection at 4,000 - 4,500rpm for 15 minutes. If available, use refrigerated centrifuge at 4° C. For mobile draws store mixed EDTA tube cold (refrigerated or on ice) until centrifuging. Samples must be centrifuged and aliquoted within 4 hours of collection.
- [ ] **6** Use pipette to transfer plasma layer (avoid transferring red cells) into aliquot tubes and refrigerate.
- [ ] **7** Place gel packs in freezer for >8 hours. You may exchange pre-frozen packs of comparable size. Samples should be shipped within 24 hours of collection. If a sample is collected after noon Friday or on the weekend, refrigerate (after aliquoting plasma) and ship Monday morning.

Step 3: Pack and Ship

NOTE: Phlebotomist is responsible for packaging and shipping samples.

- [ ] **1** Seal plasma aliquot tubes in biohazard bag. Used EDTA tubes and pipettes may be discarded.
- [ ] **2** After verifying patient information is consistent with tube labels, place requisition form in outside pocket of the biohazard bag.
- [ ] **3** Package biohazard bag between frozen cold packs in transport sleeve immediately before shipping.
- [ ] **4** If included, activate temperature sensor and seal inside the thermal sleeve with samples.
- [ ] **5** Place transport sleeve in box, seal well with packing tape, and seal by adhering shipping label.
- [ ] **6** Do not ship samples on Saturday, or preceding federal holidays, as Neurocode cannot receive samples on Sundays/holidays.

Step 4: Billing

If you are a phlebotomist enrolled with My One Medical Source please be sure that the draw has been appropriately assigned to Neurocode in the MOMS portal.

Any Lab Test Now locations please use MOMS for billing (if enrolled). National contract rate has been applied.

! **Improper labeling, collection, processing, handling of specimen, or failure to include requisition form will result in cancelled testing and require new sample collection.**

If you need assistance, please reach out to Neurocode:
CustomerCare@neurocode.com
(360) 543-6844

3548 Meridian Street, Suite 101 Bellingham, WA 98225, USA | p. (360) 543-6844 | CustomerCare@neurocode.com | neurocode.com

© Neurocode, All Rights Reserved. NEU 121A-02242026