



246 E. Janata Boulevard • Suite 260 • Lombard, IL 60148  
Tel (877) 737-7652 • Fax (630) 495-3944  
CLIA # 14D2064071  
Milab.us

## SPECIMEN SHIPPING & HANDLING REQUIREMENTS

### 1. PACKING PROCEDURE

- a. Label the specimen tube(s) with the following information:
  - PATIENT'S NAME
  - PATIENT'S DATE OF BIRTH
  - BLOOD DRAW DATE AND TIME.
- b. Place specimen tube(s) into styrofoam container. Place styrofoam container and accompanying paperwork into the provided cardboard mailer.
- c. Place cardboard mailer into the FedEx Diagnostic Specimen Envelope.
- d. Attach the pre-addressed airbill and send to:

**MILab**  
**246 E. Janata Boulevard**  
**Suite 260**  
**Lombard, IL 60148**

### 2. PAPERWORK

- a. Provide patient information, referring physician information, diagnosis and testing to be performed using a MILab Requisition Form for each patient.
- b. If charges are the patient's responsibility, please enclose payment by check or credit card. **No samples will be processed unless payment is received with the sample.**

### 3. SUMMARY

- a. Please be careful to:
  - Label each specimen tube with the patient's name, social security number, and blood draw date.
  - Fill out a separate requisition for each patient.
  - Enclose all paperwork in the mailer.
  - Clearly indicate the billing information.
  - If charges are the patient's responsibility, then payment **must** be enclosed.
- b. Send the samples FedEx "Priority Overnight" the same day the samples are collected. *Green top tubes are required within 24 hours after being drawn to ensure the cells are viable for testing.*