



**ADDITIONAL BILLING INFORMATION – CONTINUED FROM PAGE 1**

Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**SEND ADDITIONAL REPORTS TO:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**\*\*IMPORTANT TEST REQUIREMENT INFORMATION\*\***

1. Sodium Heparin blood is used for testing. Please review the Customized Volume Sheet on our website ([www.cchmc.org/DIL](http://www.cchmc.org/DIL)) or call for adjusted volume requirements with an absolute lymphocyte count (ALC) of <1.0 K/uL. Tests affected: Antigen Stimulation, Mitogen Stimulation, CTL Function, NK Function, CD107a, and T Cell Degran.
2. Results of a concurrent CBC/Diff must accompany ALPS Panel, B Cell Panel, or Foxp3. (Results will be used to calculate absolute cell counts)
3. CSF Samples:
  - a) Fresh Specimens: Ship with frozen ice packs to keep at refrigeration temp (2–8°C/35–46°F) for receipt within 48 hours of collection.
  - b) Frozen Specimens: Freeze within 48 hours of collection. Ship samples frozen on dry ice.
4. Specimen Processing and Shipping Instructions **only** for tests marked with “See #4”:
  - a) Unspun whole blood: Ship as unspun whole blood at Room Temperature (20–25° C) for receipt within **24 hours** of collection.
  - b) Spun Specimens: Spin and remove serum/plasma from cells within **24 hours** of collection. Freeze separated plasma/serum immediately. Ship frozen on dry ice. Once separated from cells, the serum/plasma must stay frozen until received by the DIL. Thawed samples will be rejected.
5. Specimen Processing and Shipping Instructions **only** for tests marked with “See #5”:
  - a) Unspun whole blood: Ship as unspun whole blood at Room Temperature (20–25° C) for receipt within **5 days** of collection. *Chilled specimens will be rejected.*
  - b) Spun Specimens: Spin at 2000 g for 10 minutes and remove test-required plasma from cells in 500 µL aliquots within 5 days of collection. Freeze separated plasma immediately. Two aliquots are preferred. Ship frozen on dry ice. Once separated from the cells, the plasma must remain frozen until received by the DIL. *Thawed samples will be rejected.*

**Additional Information**

- Samples should be sent as whole blood at room temperature and received in our laboratory within 1 day of collection, unless otherwise indicated.
- First Overnight shipping is strongly recommended. Please call or fax the tracking number so that we may better track your specimen.

**Laboratory Hours**

- The laboratory operates Monday through Friday, 8 am – 5 pm (Eastern Standard Time). We cannot accept deliveries on Saturdays, Sundays, and certain holidays.
- Please refer to the Clinical Lab Index for test-specific information including sample stability criteria and acceptable date/time arrival within operating hours.

**Billing / Shipping / Handling**

- The institution sending the sample is responsible for payment in full.
- Samples should be sent at room temperature unless otherwise indicated. Package securely to avoid breakage and extreme weather conditions. Please include a completed copy of our test requisition form with each sample. We recommend using a Diagnostic Specimen pack to ensure proper processing and timely delivery of samples to the lab.
- Samples must be received in our laboratory within 1 day of collection, unless otherwise indicated. Plan the draw and shipping accordingly. First Overnight is strongly recommended.
- Please call the laboratory or fax the information of the name of the courier and tracking number of the package.

**Questions?**

Please call 513-636-4685 with any questions regarding collection or billing.

**\*\*THE REQUISITION MUST BE FILLED OUT COMPLETELY. INCOMPLETE FORMS MAY RESULT IN THE COMPROMISE OF THE SPECIMEN INTEGRITY WHILE THE MISSING INFORMATION IS BEING OBTAINED\*\***

Visit our Clinical Lab Index at [www.testmenu.com/cincinnatichildrens](http://www.testmenu.com/cincinnatichildrens) for detailed processing information.