



## DIRECT TESTING SUBMISSION TO REFERRAL LABORATORIES

The following process outlines the steps performed when a specimen must be submitted directly to an ARUP referral laboratory due to short stability\*. Specimens for tests with short stabilities should not be shipped to ARUP Friday–Sunday. Please contact ARUP Referral Testing at (800) 242-2787, ext. 5145, if you have any questions.

**Note:** The process of placing a direct submission order with ARUP takes approximately 30 minutes to complete. Please allow adequate time between specimen collection and scheduled FedEx pickup to complete the process.

### 1. Client performs the following:

- Place order per standard procedure in LIS or ARUP Connect™, or complete a manual ARUP requisition.
- Notify ARUP Referral Testing at (800) 242-2787, ext. 5145, that a specimen needing direct submission will be shipped.
- Fax the packing list (LIS/Connect orders) or ARUP requisition form (manual orders) to the following secure fax number: (801) 584-5087.

### 2. ARUP Referral Testing performs the following:

- Locate transmitted order in ARUP's LIS system or register patient if manually ordered.
- Generate the necessary paperwork (packing list, requisition, etc.) that must accompany the specimen to the referral laboratory.
- Fax necessary paperwork, including referral laboratory shipping address and ARUP's FedEx account number, to the client.

### 3. Client performs the following:

- Upon receipt of the necessary paperwork, ship specimen and paperwork directly to the referral laboratory indicated, using ARUP's FedEx account number, as **FedEx Priority Overnight**.

**Note:** Please submit only ARUP-provided packing lists or requisitions with the specimen to the referral laboratory to avoid any billing or reporting issues. Pathology reports, patient history forms, signed consent forms, and other non-order related forms may be submitted to the referral laboratory as needed; however, a copy should be included in the original fax to ARUP.

### 4. ARUP Referral Testing performs the following:

- Monitor the pending test order/result.
- Report results upon receipt from the referral laboratory.

\*Short stability: Monday–Thursday, <48 hours; Friday, <72 hours; Holidays evaluated on a case by case basis.