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.