

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 (less than 72 hours). Specimens for tests with short stabilities should not be shipped to ARUP from Friday to Sunday. Holidays are evaluated on a case-by-case basis. 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 one hour to complete. Please allow adequate time between specimen collection and scheduled FedEx pickup to complete the process.

A. Client performs the following:

1. Places order per standard procedure in the laboratory information system (LIS) or ARUP Connect^{ur}, or completes a manual ARUP requisition
2. Notifies ARUP Referral Testing at 800-242-2787 ext. 5145 that a direct submission specimen is being shipped
3. Faxes the ARUP requisition form (manual orders only) to secure fax number 801-584-5087

B. ARUP Referral Testing performs the following:

1. Locates transmitted order in ARUP's LIS or registers patient (manual orders only)
2. Generates the necessary paperwork (packing list, requisition, etc.) that must accompany the specimen to the referral laboratory
3. Faxes necessary paperwork, including FedEx airbill, to the client

C. Client performs the following:

Upon receipt of the necessary paperwork, client ships the specimen and paperwork directly to the referral laboratory as indicated, using provided FedEx airbill.

Note: Please submit only ARUP-provided packing lists or requisitions with the specimen 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.

D. ARUP Referral Testing performs the following:

1. Monitors the pending test order/result
2. Reports results upon receipt from the referral laboratory