

## **Reproductive Client Instructions for FDA Test Collections when Utilizing “Out-of-Area” Patient Service Centers**

FDA designated Patient Service Centers (PSC) in your area will be identified by your LabCorp account representative during the initial account set-up process. These PSCs receive specialized training and do not require additional notification prior to FDA donor collections. When using an Out-of-Area (or Out-of-State) PSC, please follow these instructions to ensure the donor collection process meets the stringent requirements of the FDA.

1. Contact the donor and determine which LabCorp Patient Service Center (PSC) the donor will visit. PSC locations can be found on the LabCorp Web site under ‘Patient Service Center Locator’ <http://www.labcorp.com/psc/index.html>.
2. Client must complete and fax the “Out-of-Area PSC Collection Form” to ViroMed at **952-563-4101** at least 48 hours in advance.
3. Donors must go to the chosen PSC to ensure phlebotomists are trained on FDA collection procedures and that the site is equipped with an FDA drawing kit. ViroMed requires at least 48 hours notice if the donor would like to visit an alternative PSC.
4. Clients must complete a Test Request Form (TRF) or electronic order.
  - a. **If the donor is being collected for FDA testing and additional laboratory testing, please ensure that the donor receives two TRFs (FDA TRF and LabCorp TRF).**
  - b. **Clients must deliver (via fax, e-mail or mail) the completed TRF(s) to the PSC and donor. If using eLabCorp, the donor should receive the ‘M’ order number(s) or printed requisition(s).**
5. The client should call donors prior to collection to verify their TRF receipt or notify them that their TRF is at the PSC and to review the donor collection instructions below.

### **Donor Collection Instructions:**

- Collection must occur at the previously specified PSC location. If the location needs to be changed, ViroMed must be notified at least 48 hours in advance.
- Patient Service Centers are available on a first come first serve basis. Hours of service are listed at <http://www.labcorp.com/psc/index/html>.
- Arrive before noon with identification to allow enough time for the collection and courier pick-up.
- Collection will include a venipuncture and a urine collection. Do not urinate for a least one-hour prior to specimen collection.
- All donors should arrive at the PSC with their Test Request Form(s) or eLabCorp order number(s).
- Upon arrival, indicate that you have arrived for a **”ViroMed FDA donor collection.”**
- Call ViroMed at 1-800-582-0077 option 6 for assistance.

## LabCorp Patient Service Center (PSC) Out-of-Area PSC Collection Form

*Clients please complete the following information and fax to ViroMed at least 48 hours prior to the PSC visit.*

*Fax Number: 952-563-4101*

*E-mail ViroMed with questions: [viromed\\_acctmgmt@labcorp.com](mailto:viromed_acctmgmt@labcorp.com)*

1. **Client Name:** \_\_\_\_\_
2. **LabCorp Account Number:** \_\_\_\_\_
3. **Client Contact:** \_\_\_\_\_
4. **Client Contact Phone Number:** \_\_\_\_\_
5. **\*Client E-mail Address (Required):** \_\_\_\_\_
6. **Donor Name/ID Number (Donor ID number is not yet available to use in eLabCorp):**  
\_\_\_\_\_
7. **PSC Information:**
  - a. **Street Address:** \_\_\_\_\_
  - b. **City, State:** \_\_\_\_\_
  - c. **Phone Number:** \_\_\_\_\_
  - d. **Fax Number:** \_\_\_\_\_
8. **Date of PSC visit:** \_\_\_\_\_
9. **Test Request Form format:**    **Paper**    **eLabCorp**