

**IN ORDER TO PROCESS AND EXPEDITE YOUR PATIENT SPECIMENS WITH ACCURACY,
PLEASE FOLLOW THESE INSTRUCTIONS:**

1. NETI requisitions need to be filled in **completely** and legibly including:

- Patient Name
- Phone number(s)
- DOB
- Insurance information
- Address
- Clinical information

Please note that missing information will delay diagnosis. As well as written insurance information, please send a **clear** copy of the **FRONT AND BACK** of the insurance card(s).

2. Routine specimens must be submitted in a 10% buffered formalin container, labeled with patient name, DOB, date and biopsy site. DIF's must be submitted in Michel's fixative.

ALL specimen containers must have at least **two** patient identifiers (name/DOB).

Please use formalin containers appropriate for the size of the tissue.

3. Patient requisition and specimen jars **must** be placed in a biohazard bag.

One patient specimen per biohazard bag.

4. Place all individual patient specimen bags in a **large clear transport bag** along with a **tracking slip** for pick-up. The tracking slip is designed to make sure the number of specimens sent is the same as received. The tracking slip must be filled out, counted/signed by the client office, counted/signed by the courier and also counted/signed when received in the lab.

5. Call New England Tissue Issue for specimen pickup. 508-235-1118

6. All supplies, such as: patient requisitions, formalin jars, biohazard bags, large transport bags, tracking slips and DIF fixative will be supplied by New England Tissue Issue.

See *Supply Order Form*.