**Kit Collection Process**

**Kit testing is performed on a case-by-case basis, consult with technical staff, prior to proceeding. *Consult with lab manager if needed.***

**Read kit instructions to determine if collection is feasible, taking in to consideration; is there a physician’s order (see below), are kit tests performed at jtdmh lab, is special processing is needed, is dry ice required, and/or if shipping must occur on only certain days of the week.**

**\*Transplant patients with kits are to be helped if at all possible.**

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***Follow the steps below for ordering:***

**Is there a Physicians order for this test?**

**Yes**: Have patient registered as an Outpatient

**Is shipping pre-paid?**

**Yes:** Continue Outpatient ordering process for all tests on order.

**In LIS**: Order “VENI” *(only if no other blood tests being collected today)*

Order “QKITT” *(to capture Kit collection – no charge affiliated with this test)*

Document in Internal comment kit destination and package tracking information.

**No:** Patient must either pay for shipping prior to collection or take the specimens with them and handling shipping themselves. If opting for us to handling shipping, patient is charged $25 by using a DAT form and hand writing on the form “Kit shipping - $25.” Patient must write a check. Place check and DAT in an envelope with Patient’s name and DOB on the outside. Give envelope to Lab Clerk.

**In LIS**: Order “VENI” *(only if no other blood tests being collected today)*

Order “QKITT” *(to capture Kit collection – no charge affiliated with this test)*

Document in Internal comment kit destination and package tracking information.

**Is there a Physicians order for this test?**

**No:**  Do NOT register patient.

JTDMH lab staff unable to collect kit. Patient will need to find another collection facility.

**If additional information is needed beyond this QR, see policy nvml.jtdmh.ref.307 Referral of Specimens to Specialty Hospitals/Laboratories**