

How to Order the CELLSEARCH® Test



CREATE A PORTAL ACCOUNT

- Visit the [Menarini Lab services website](#) to request a portal account.
- You will be notified when your requests has been approved.
- You will receive all required information to register your practice, account users, and assign roles as follows:
 - *Patient Information Administrator* - enter email of the team member at your practice that will be able to answer questions related to the patient information.
 - *Test Information Administrator* - enter email of the team member at your practice that will be able to answer questions related to the test.



REQUEST A COLLECTION BOX

To order a test, you will need a collection box at your location before you collect a blood sample from your patient. You can request collection boxes by accessing our [web portal](#).

The collection box will contain:

- CellSave/CellRescue® Sample Collection Tubes.
- 3 barcode labels – Each tube should be shipped to the lab with an attached barcode. One barcode is for the final TRF that will be printed after it is completed in the ordering portal, and signed by both the patient and the physician.
- Instructions on how to collect and ship a sample.
- Instructions on how to complete TRF on ordering portal.
- Pre-addressed, pre-paid FedEx label and material to securely send sample(s) to the MSB lab.
- CellSave/CellRescue® collection tubes Instructions for Use.
- FedEx UN3373 Pak for this Biological Substance, Category B (UN 3373) shipments.



COLLECT & SUBMIT THE SAMPLE

The collection box includes everything needed to collect a sample and ship it safely to the MSB lab. There are several steps that need to be completed before and after a patient's blood sample is collected for the test and specimen transportation process to work properly.

STEP 1

ORDER THE TEST

- Visit the [Menarini Lab services website](#) to request a portal account. In the secure ordering portal you will be able to:
 - Check status of a CELLSEARCH® order.
 - Place a new CELLSEARCH® order.
 - Add a new portal user.
 - Update patient information.
 - Update insurance information.
 - Request collection boxes and see how many requests are in open status.
 - Access test results.
- Open the collection kit to access the blood collection tube(s).
- Inspect for broken or expired items. Do not discard any items.
- Complete the TRF on our [web portal](#).
- Print the TRF and obtain the patient and physician signatures.
- Apply barcode label to TRF.
- Upload TRF (labeled as “TRF Form”) with barcode and signatures to the order on the portal.
- Upload copy of front and back sides of patient’s insurance card (labeled as “Insurance Form”).

All these steps are necessary to ensure the order is processed correctly and insurance is billed properly.

STEP 2

COLLECT THE SAMPLE

- Use the CellSave/CellRescue™ tubes included in the collection box. If any other tube is used, the sample(s) will not be processed.
- Apply barcode label lengthwise on the blood tube.
- Follow [instruction on how to collect a sample](#), mark date and time of blood draw on the collection tube.
- Place the blood collection tube(s) with the absorbent pad(s) into the provided styrofoam inserts.
- Place the filled styrofoam inserts inside the biohazard bag.
- Place the biohazard bag into the collection box.

STEP 3

SHIP THE SAMPLE

- Store the collection box at ROOM TEMPERATURE (15°-30° C/50°-86° F) pending shipment. DO NOT refrigerate or freeze the kit or its contents.
- Ensure FedEx Pickup is scheduled for the SAME DAY sample is collected.
- Ship the box with the blood collection tubes in the provided FedEx UN3373 Pak on the same day. Affix the provided FedEx ship label.

STEP 4

ACCESS RESULTS

- Most results are available within two days from the date we receive a patient’s sample in our laboratory.