

How to Package & Ship From Remote Collection Locations

Specimens submitted for testing from remote collection locations (having no ground courier services to Allina Health Laboratory available) must be shipped with next-day delivery, at the expense of the sender. Please follow the steps below:

- *Specimens should be **collected and shipped Monday-Thursday***
- Complete the appropriate Allina Health Laboratory test request form
- Place the properly labeled specimens into the bubble pouch included with the Shipping Kit
 - FedEx Shipping Kits can be obtained via the electronic Supply Catalog at www.allinahealth.org/laboratory
- Place the bubble wrapped specimen(s), along with the absorbent sheet from the shipping kit into the specimen pouch of the Infecon Bag and carefully seal the specimen pouch
- Place the completed requisition into the document pocket of the Infecon specimen bag
- Place the packaged specimens into the shipping box and seal with tape
- Place the sealed shipping box into a FedEx mailer
- Complete the return address section of the FedEx air bill and place the air bill on the mailer
- Send the package overnight the same day of collection to:

Allina Health Laboratory Specimen Management
2800 10th Ave S, Ste. 2000
Minneapolis, MN 55407
Phone 612-863-4678

- *Allina Health Laboratory will not be responsible for payment of the shipping expenses. Specimens must be shipped with the billing directed to the sender.*
- Once the package has been shipped, fax a copy of the air bill, along with a copy of the completed test requisition, to Allina Health Laboratory Client Services at 612-863-4067 so that the specimen can be tracked and the processing expedited

If you have any questions, please contact Client Services at 612-863-4678 or Toll Free at 800-281-4379.