

## COVID-19 RT-PCR TEST INSTRUCTIONS



### Step 1: Contact us

Call **1-888-288-7097** or send an email to [Infousa@igenomix.com](mailto:Infousa@igenomix.com)

- Get information about the COVID-19 RT-PCR Test
- Request your test
- If this is your first time working with Igenomix, please register your clinic online at- <https://www.igenomix.com/covid19-cef/>



### Step 2: Receipt of the KIT

**Check the Kit and make sure that it includes the following:**

- Swab inside a plastic bag (check expiration date)
  - Tube with transport medium solution (check expiration date)
  - Test Requisition Form and Consent Form
  - Shipping Bag (Courier bag)
  - Sealed biohazard bag (secondary container)
  - Kit Instructions for sample collection
- If the Kit is not used immediately:**
- The Kit can be stored at room temperature (15-25°C).
  - Do not use the Kit beyond the expire date.



### Step 3: Sample collection

#### Important guidance:

- When taking multiple samples at the same time, take care to prevent cross-contamination between samples.
- The following cases may lead to sample rejection:
  - Samples not accompanied by their documentation (Test Requisition Form and Informed Consent).
  - Sample documentation (Test Requisition Form and Informed Consent) has not been correctly completed; mandatory fields in sample documentation, identified on the forms with an asterisk (\*), have not been completed.
  - Missing patient and/or clinician signature on the Test Requisition Form and Informed Consent.

#### Sample collection (Nasopharyngeal swab):

- Open the swab packaging and remove the swab, taking care not to touch the tip to any surface. Once removed from the packaging, do not put the swab down.
- Hold the swab with your fingers over the score line. With the patient seated, if possible, tilt the head back 70 degrees. Support the back of the head with your non-dominant hand.
- Gently insert swab into the nostril along the septum floor of the nose extending straight back until the posterior nasopharynx is reached (a distance similar to that from the nostrils to the external opening of ear).
- Rotate the swab several times while the swab is in contact with the nasopharyngeal wall.
- Open the tube and place the swab into the tube containing the preservative solution.
- Break off swab at the indicator line.
- Replace tube cap and screw on securely.

#### Sample collection (oropharyngeal swab):

- Open the swab packaging and remove the swab, taking care not to touch the

tip to any surface. Once removed from the packaging, do not put the swab down.

- Hold the swab with your fingers over the score line.
- Insert swab into the posterior pharynx and tonsillar areas. Rub swab over both tonsillar pillars and posterior oropharynx and avoid touching the tongue, teeth, and gums.
- Open the tube and place the swab into the tube containing the preservative solution.
- Break off swab at the indicator line.
- Replace tube cap and screw on securely.

#### After the sample collection:

**1.** Please label the tube with two unique identifiers (one of the following options):

- Patient initials or Patient's full name and Date of Birth or
- Patient initials or Patient's full name and Unique Patient ID

Incorrectly labelled or unlabelled samples may be rejected.

**2.** Place the tube inside biohazard bag and then into the kit box. Put everything inside the courier bag.

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### Step 4: Logistics

Send samples at room temperature within 24 hours of sample collection. In the event the sample cannot be sent within 24 hours, the samples must be cooled (between 2 and 8°C) and sent to IGENOMIX before 48 hours.



### Step 5: Sample pick up

- Igenomix will use FedEx and pre-paid return labels included for return samples.
- Ensure that the shipping envelop includes an UN3373 sticker.
- Holidays may cause service disruptions. In the event of any disruption, Igenomix will notify you of any changes that apply to the pickups
- Shipping back to Igenomix is Monday to Thursday only
- We recommend that you ship the samples as soon as possible, in order to guarantee the quality of the sample.



### Step 6: Test results

- All patients result will be sent daily to The Health Department Office where the lab is located and/or where the patients reside.
- The clinician that has requested the test will receive the results within 2-3 working days from sample reception by Igenomix.
- Igenomix will additionally send the results to the patient when the request is received by email.



### Additional information

For any questions or concerns and to request sample collection



1-888-288-7097



[Infousa@igenomix.com](mailto:Infousa@igenomix.com)