

### Specimen Collection

1. Complete Test Requisition Form (TRF).
2. Please ensure physician and patient signatures are obtained in the indicated sections on the TRF.
3. Collect saliva, buccal or blood sample. Sample collection instructions are included in specimen collection kit.
4. Place TRF, copy of front and back of patient's insurance card, and patient demographic sheet if applicable, along with all pertinent paperwork in front pocket of specimen bag.
5. Place patient sample in specimen bag and seal specimen bag.
6. Sample is now ready to be shipped.

### Specimen Shipment

**Otogenetics offers two shipping options:**

#### 1. FedEx

- a) Please place the specimen kit into the white clinical FedEx shipping envelope. The envelope has a prepaid shipping label affixed that was provided by Otogenetics.
- b) Seal the FedEx envelope.
- c) Leave sealed envelope in designated area at your location for FedEx to pick up or call FedEx for a pick up. FedEx usually requires a two-hour window for pick-ups that are called in.  
The FedEx envelope can also be dropped off at a FedEx drop off/collection box or at any FedEx location.

#### 2. Courier Pick-Up

- a) Please contact Otogenetics Support at **855-686-4363 Ext 5001** to schedule a courier pick-up.

**Thank You For Choosing Otogenetics**

**We Appreciate Your Business**