



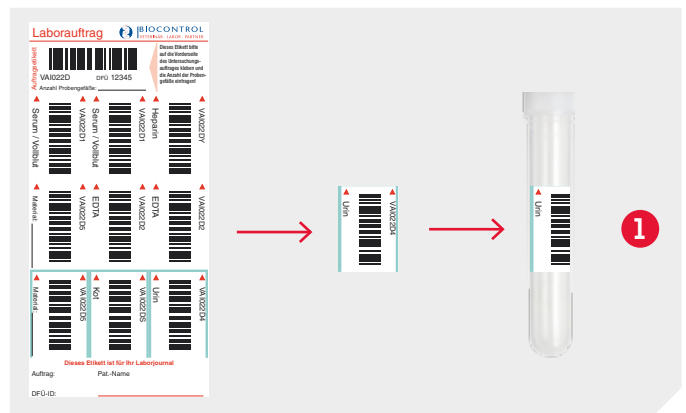
# // EXAMINATION REQUEST- STEP BY STEP



## LABEL SAMPLES WITH THE CORRECT BAR CODES

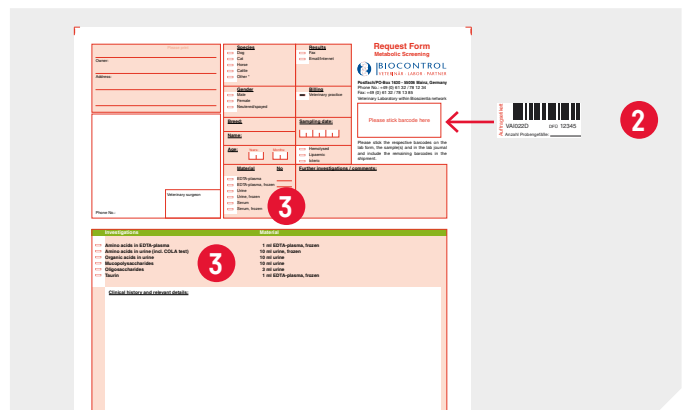
**Important!** Please use one bar code sheet per request and enclose the remainder of the sheet with the request.

- 1 The bar codes are preprinted with the type of sample, please use the appropriate ones to identify the vials. The arrow should be pointing towards the cap.
  - Use the blank bar code sticker to identify types of samples (e.g. CSF) not pre-printed on the bar code sheet.



## FILL OUT THE REQUEST FORM

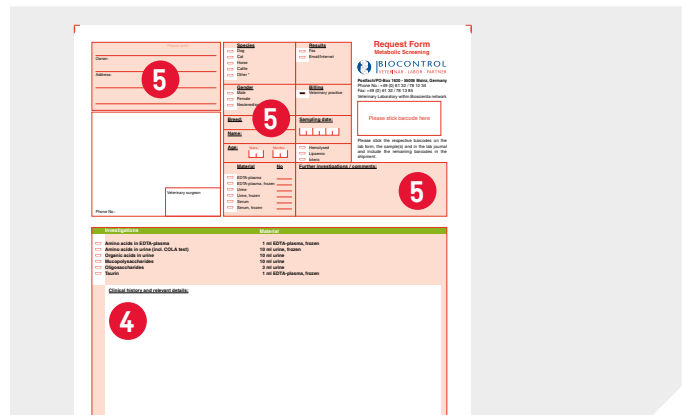
- 2 Use the barcode with the pre-printed word "Auftragsetikett" to label the blank space located in the top right-hand corner of your request form.
- 3 As shown in the figure on the right, using a blue pen, mark the **respective test(s) by filling in the bubble(s)** and also fill in the bubbles pertaining to:
  - Animal species
  - Sex
  - Sample type
  - Reporting
  - Invoicing



- If a test has been unintentionally marked, draw a line through the mark as well as the test.

**4** Provide a brief history.

**5** Include information on the **owner's name**, the **breed**, the **patient's name and age** as well as any additional information if required.



### PACKING/SHIPMENT

- Fold the completed request form once (to A5 format).
- 6** Place all samples (tubes, slides, smears, etc.) in suitable secondary protective packaging according to the Packaging Directive (Deutsche Post AG, Regulation on Carriage of Dangerous Goods by Road (GGVS) – see specifications) and send these with the request form in the mailing bags (outer packaging) we supplied to you.



### LABORATORY JOURNAL

**7** The bar code sheet has a label that can be stuck in your laboratory journal. It has the sample ID number, the data telecommunication ID, which allows you to electronically retrieve the results, and a blank space to enter the name of the animal owner

