

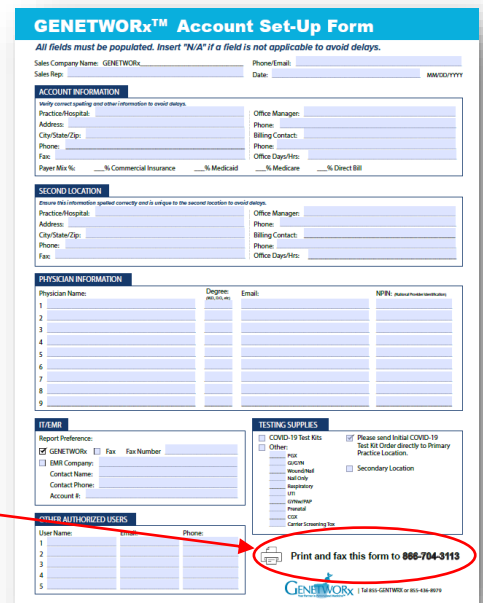
GENETWORx COVID-19 Testing Quick Start-up Guide

This guide will walk you through the simple steps necessary to start ordering test kits, from how to get started to how to do a COVID-19 specimen collection. With GENETWORx behind you, you can maintain a COVID-19 free workforce and serve the public with total confidence.

GETTING STARTED – SET UP YOUR ACCOUNT

Download the Account Set-up Form at <https://genetworx.com/account-setup-form>

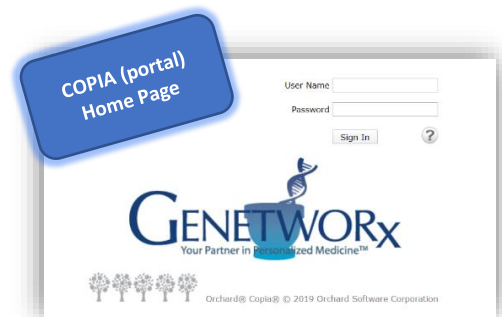
- 1) Complete the GENETWORx Account Set-Up Form
- 2) All fields must be populated (incorrect information or blank fields may delay requests – must have a Physician and NPI)
- 3) Type entries into each field of the form PDF (do not print and write on the form)
- 4) Once form is complete, for quickest processing email it to your salesperson for OR send it back to GENETWORx:
 - Print and fax this form to **866-704-3113**
- 5) You will receive an email confirmation of your account set up within 1-2 days (from GENETWORx Account Support)
 - It will include username and temporary password login for Copia (portal)



HOW TO SUBMIT AN ORDER

View a **full** HOW-TO FOR RESULTS IN COPIA (portal) guide go to: <https://genetworx.com/copia-full-guide>

View a **quick** reference HOW-TO FOR RESULTS IN COPIA (portal) guide go to: <https://genetworx.com/copia-quick-guide>



WHAT YOU CAN EXPECT TO RECEIVE

Your shipment will arrive via FedEx and will include:

- **Test kits** – including 1-2 swabs and a collection tube
- **FedEx materials** – prepaid return labels, small rigid box (for fewer than 5 specimens), UN3373 FedEx clinical bags or UN3373 FedEx Large box (for over 5 specimens)
 - If FedEx does not pick up at any one of your locations, please contact your sales representative so we can arrange alternative shipping carrier
- **Paper Requisition forms** (use only if you are unable to use the Copia portal for ordering)

Please note: For bulk orders, you may receive multiple boxes depending upon the size of the order - FedEx labels and bags in one box and kits in another. Although, all boxes are shipped at the same time and should arrive together, on rare occasions they may arrive separately.

HOW TO DO A DIAGNOSTIC COVID-19 TEST SPECIMEN COLLECTION

Watch a quick video at: <https://genetworx.com/covid-19-video-guide>



Collection of Nasopharyngeal Specimen

- 1) Use recommended infection prevention precautions.
- 2) Assemble the supplies needed. For sample collection, have the swab, viral transport medium, and biohazard bag available (the test kit supplies are the same for either Nasopharyngeal or Mid-Turbinate specimens).
- 3) Use the BD Universal Viral Transport Kit containing a swab and transport tube. Ensure the swab remains straight. Do not bend the swab prior to specimen collection.
- 4) Hold the swab with the fingers placed on the score line (if not score line, hold the swab between the halfway point and the cap).
 - ❖ IMPORTANT! USE **ONE** SWAB ONLY FOR COLLECTION. DO NOT USE TWO SWABS AS IT INTERFERES WITH VIAL CLOSURE LIKELY INVALIDATING THE TEST. ❖
- 5) Have patient sit with head against a wall at a 70-degree angle as patients tend to pull away during this procedure.
- 6) Insert the swab into one nostril straight back (not upwards) and continue along the floor of the nasal passage for several centimeters until reaching the nasopharynx (resistance will be met). The distance from the nose to the ear gives an estimate of the distance the swab should be inserted. Do not force swab, if obstruction is encountered before reaching the nasopharynx, remove the swab and try the other side.
- 7) While the swab is inserted, rotate the swab gently (for 10 seconds) to loosen, obtain infected epithelial cells.
- 8) For an optimal sample, repeat procedure using **THE SAME SWAB** on the other nostril.
- 9) Immediately insert and swirl the swab in the transport tube.
- 10) Break off the swab shaft by bending it against the vial wall evenly at the pre-scored line (if no score line, bend the swab at the halfway point against vial wall until it breaks).
 - ❖ IMPORTANT! IF THE SWAB IS NOT BROKEN-OFF AT THE PRE-SCORED LINE IT WILL NOT FIT INTO THE TUBE LID RIGHT AND MAY CAUSE LEAKAGE. ❖
- 11) Insert score line end into vial cap divot. Replace the cap securely to prevent leakage during transport.
 - ❖ IMPORTANT! USE **ONE** SWAB ONLY FOR COLLECTION. DO NOT USE TWO SWABS AS IT INTERFERES WITH VIAL CLOSURE. ❖
- 12) Label the tube with patient's complete name and date of birth. (GENETWORx lab cannot process any sample without patient identifiers on the tube).
- 13) Place the tube in the biohazard bag and seal the bag.
- 14) Biological Substance Returns:
 - a. Fewer than 5 specimens, place biohazard bags into a small rigid box and then place that into the UN3373 FedEx Clinical bag provided. Place prepaid shipping label on the outer most package.
 - b. Greater than 5 specimens, place biohazard bags into large FedEx Clinical box with UN3373 label. Place prepaid shipping label on the outer most package.
 - c. Each package should include a clearly labeled tube in a sealed biohazard bag and a GENETWORx requisition form for each patient.
 - ❖ MUST INCLUDE A GENETWORx REQUISITION/LAB ORDER WITH THE SAMPLES. DO NOT FORGET TO PLACE THE PATIENTS' REQUISITION FORM IN THE SHIPPING PACKAGE. ❖
 - d. Storage and Transport Conditions: Samples/specimens should be shipped immediately. Room temperature specimens submitted within 24 hours will be accepted. Refrigerated specimens submitted within 72 hours will be accepted.

Collection of Mid-Turbinate or Deep Nasal Specimen

- 1) Use recommended infection prevention precautions.
- 2) Assemble the supplies needed. For sample collection, have the swab, viral transport medium, and biohazard bag available (the test kit supplies are the same for either Nasopharyngeal or Mid-Turbinate specimens).
- 3) Use the BD Universal Viral Transport Kit containing a swab and transport tube. Ensure the swab remains straight. Do not bend the swab prior to specimen collection.
- 4) Hold the swab with the fingers placed on the score line (if not score line, hold the swab between the halfway point and the cap).
- 5) ❖ IMPORTANT! USE **ONE SWAB ONLY FOR COLLECTION. DO NOT USE TWO SWABS AS IT INTERFERES WITH VIAL CLOSURE LIKELY INVALIDATING THE TEST.** ❖
- 6) Have patient sit with head against a wall at a 70-degree angle.
- 7) While gently rotating the swab, insert swab into the nostril, approximately 1 inch (until resistance is met at turbinates). Do not force swab, if obstruction is encountered before reaching the turbinates, remove the swab and try the other side.
- 8) While the swab is inserted, rotate the swab several times against nasal wall and then hold in place for 5 seconds to loosen and obtain infected epithelial cells.
- 9) For an optimal sample, repeat procedure using **THE SAME SWAB** on the other nostril.
- 10) Immediately insert and swirl the swab in the transport tube.
- 11) Break off the swab shaft by bending it against the vial wall evenly at the pre-scored line (if no score line, bend the swab at the halfway point against vial wall until it breaks).
- 12) ❖ IMPORTANT! IF THE SWAB IS NOT BROKEN-OFF AT THE PRE-SCORED LINE IT WILL NOT FIT INTO THE TUBE LID RIGHT AND MAY CAUSE LEAKAGE. ❖
- 13) Insert score line end into vial cap divot. Replace the cap securely to prevent leakage during transport.
- 14) ❖ IMPORTANT! USE **ONE SWAB ONLY FOR COLLECTION. DO NOT USE TWO SWABS AS IT INTERFERES WITH VIAL CLOSURE.** ❖
- 15) Label the tube with patient's complete name and date of birth. (GENETWORx lab cannot process any sample without patient identifiers on the tube).
- 16) Place the tube in the biohazard bag and seal the bag.
- 17) Biological Substance Returns:
 - a. Fewer than 5 specimens, place biohazard bags into a small rigid box and then place that into the UN3373 FedEx Clinical bag provided. Place prepaid shipping label on the outer most package.
 - b. Greater than 5 specimens, place biohazard bags into large FedEx Clinical box with UN3373 label. Place prepaid shipping label on the outer most package.
 - c. Each package should include a clearly labeled tube in a sealed biohazard bag and a GENETWORx requisition form for each patient.
❖ MUST INCLUDE A GENETWORx REQUISITION/LAB ORDER WITH THE SAMPLES. DO NOT FORGET TO PLACE THE PATIENTS' REQUISITION FORM IN THE SHIPPING PACKAGE. ❖
 - d. Storage and Transport Conditions: Samples/specimens should be shipped immediately. Room temperature specimens submitted within 24 hours will be accepted. Refrigerated specimens submitted within 72 hours will be accepted.