1. Obtain blood using routine phlebotomy techniques.

2. Complete the collection information on the requisition.

3. Use a Serum separator tube or Red Top and allow the blood to clot completely in an upright position.

4. Centrifuge red-top within 1 hour of collection at 2200-2500 RPM for 15 minutes or follow your laboratories procedures for separating serum.

5. Pipette the serum into a plastic transport vial and label with the patient’s name, date of birth & date drawn.

6. **Do not store or ship specimen in a gel tube.**

7. Single serum progesterone, estradiol, & HCG levels that will reach our lab within 5 days of collection can be sent at room temperature.

8. All other specimens must be frozen & shipped on ice packs for next day delivery.

9. Send all specimens, the requisition and demographic/insurance information to:
   
   National Hormone Laboratory  
   6901 Mercy Road  
   Omaha, Nebraska  68106-2604

9. Prepaid shipping kits are available from NWHL.

10. Call the laboratory @ 402-390-0532 with any questions or email labppvi@gmail.com

**Note:** A hormone series (follicular function, luteal function or PMS profile) is a process where a patient may have blood drawn several days prior to ovulation (peak) or after ovulation.

   a. The same requisition will be used during the entire series.
   b. We recommend that you freeze and hold all specimens until the series is completed.
   c. Ship frozen specimens with ice packs to be received next day, Monday through Friday.