

Bioscreen Test Kit (New Zealand - Toll)

Procedure for Sample Collection, Faecal Microbial Analysis

Collect and Post specimens only on Monday. Do not dispatch a sample if there is a Public Holiday scheduled within the next 4 days (Victoria, see end of Document).

Your sample must be packaged carefully to ensure the preservation of all the organisms in your sample.

Samples that are incorrectly packaged will be rejected by the laboratory as being unsuitable for testing. If a recollection is required, you will be charged for the cost of a replacement kit (\$140 AUD).

Contents of the FMA Test Kit

- Three gel freezer packs must be frozen for at least **24 hours** prior to use:
THE FREEZER PACK MUST BE FROZEN ABSOLUTELY FLAT.
- Patient questionnaire form (part of this booklet).
- One specimen container, clear plastic jar with a white screw cap lid with one hole. Please write your name, date of birth and the collection date on the label.
- One anaerobic pouch which is a silver foil envelope (**labelled *BD GasPak EZ Anaerobic Pouch System with Indicator***).
- One airtight transparent anaerobic plastic bag with a *zip lock* type seal.
- One disposable glove (discard after use).
- One absorbent tissue, please return inside the polyurethane box, it is used to absorb any slight leakage or condensation.
- One fawn polyurethane foam box to insulate and keep the sample cool.
- One large rubber band to secure the lid of the Polyurethane foam box.
- One cardboard outer box. **DO NOT DISCARD**. The box is needed for return of your sample.
- Toll Priority Global Air Waybill for the return of your sample.
- Documents required for return of your kit to Bioscreen.

Antibiotics / Probiotics / Some Herbs

Antibiotics, Probiotics and some Herbs can affect the test result.

Antibiotics should not be taken for 4 weeks before prior to testing.

Antifungal drugs (such as nystatin) should not be taken for 2 weeks before prior to testing.

Probiotics should be stopped for 2 weeks before testing. For prescribe probiotics, please consult your health practitioner before collecting your sample.

Some Herbs can affect the test result. Anti-bacterial herbs such as Golden Seal, Chinese Wormwood and Olive Leaf Extract should be stopped for 2 weeks before testing.

Before stopping antibiotics check with your doctor that it is safe to do so.

Collecting a Faecal Sample

1. **Post specimens only on a Monday only, excluding New Zealand and Victorian public holidays.** Please contact Bioscreen at +61 3 9687 3355 if you have issues collecting the Faecal Sample on Monday.
2. Use the disposable glove to collect your faecal sample. This can be done by collecting the faeces either on a piece of toilet paper or into a clean plastic container such old plastic ice cream tub. The faeces must not come into contact with water in the toilet bowl.
3. Using the scoop that is part of the cap of the specimen jar, collect a sample of your faeces. The specimen should only fill approximately ½ of the scoop. Please do not over fill the jar.
4. Replace the lid of specimen jar and screw the cap to seal the jar. **DO NOT COVER THE HOLE WITH TAPE.**
5. Place the screwed specimen jar in the plastic bag with the zip lock seal.
6. Open the silver foil anaerobic sachet and remove the 'inner paper bag'. The inner paper bag looks like a tea bag (see Figure 1). Do not remove the small circular tablet attached to the 'inner paper bag', leave it in place.

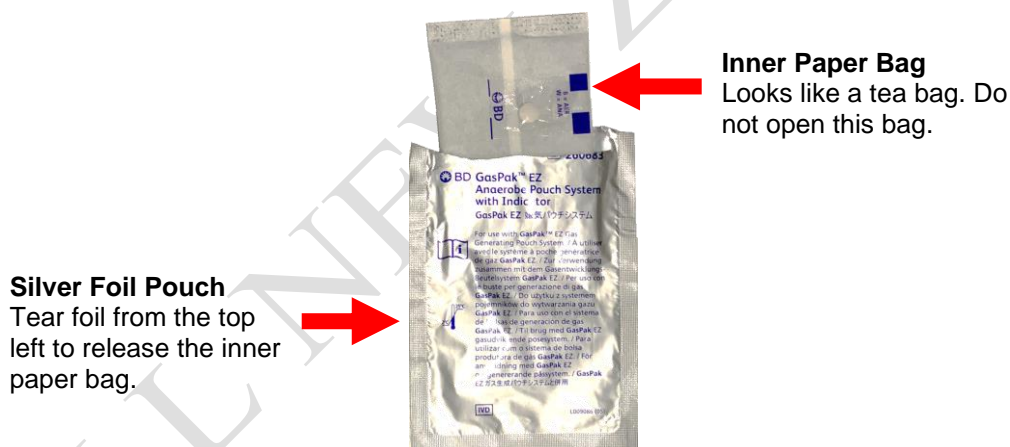


Figure 1

7. Immediately place the 'inner paper bag' into the zip lock bag with the specimen container.
8. The lock bag must be sealed immediately to exclude oxygen. The 'inner paper bag' contains materials that removes oxygen from the air in the zip lock bag.
9. **THE ZIP LOCK SEAL MUST BE AIRTIGHT. IF THE SEAL IS NOT AIRTIGHT YOUR SAMPLE WILL BE REJECTED.**
10. Please double check that the zip lock seal is airtight, **do not re-open the seal.**
11. If the sample is collected the day before courier pick-up, store the zip lock bag containing the specimen jar in the fridge.
12. On the day of the pick-up place the absorbent tissue and two of the frozen gel ice packs into the white polyurethane box and then place the zip lock bag that contains the specimen jar on top of this ice pack.
13. Place the third icepack on top of your zip lock bag and fit the polyurethane lid.
14. Place the large rubber band (supplied) around both the box and the lid so that the lid is held

tightly in-place on the top of the box.

15. Place the patient information form and patient questionnaire on top of the Polyurethane box.
16. Close the outer cardboard box using masking tape.
17. Fill in the Toll Priority Global Air Waybill with your name and address as the CONSIGNOR
18. Fill in the fields that are highlighted in yellow in the Customs Invoice (2 copies). Please keep one copy for your records.
19. Fold and place the following documents in the Toll Priority Plastic pouch and attach the pouch to the correctly packed and labelled outer cardboard box using the adhesive strip along the top edge of the pouch
 - Customs Invoice (1 copy)
 - Declaration by the Importer (1 copy)
 - Toll Priority Global Air Waybill (placed on top so that it is visible).
20. Attach the Description of Goods label to the outside of the correctly packed and labelled outer cardboard box using adhesive tape.
21. Place the correctly packed and labelled cardboard box in the fridge (Note: Not the freezer compartment) until it can be collected by the courier.
22. Correctly packed Faecal Samples to Australia are couriered by Toll Priority. Patients are required to contact Toll Priority to arrange pick up of their sample by calling 0800 231 531 before 12PM to arrange pickup on that day.
The Bioscreen Account Number is 100181.

Please be aware that Toll Priority will only accept a parcel from a person who may be asked to provide proof of identity. This person can be you, a relative or a friend.

An alternative is to drop the parcel at a local Toll Depot. If you want to drop off the parcel phone Toll and ask for the location and hours of operation of the local Toll Depot.

Payment for Testing

Pre-payment is required for all testing.

Payment can be made by the following 3 methods :

1. Credit card (Visa & Mastercard). Please contact Bioscreen at 03 9687 3355.
Bioscreen does not accept American Express.
2. Bank transfer . Please contact Bioscreen at
 - a. +61 3 9687 3355, or
 - b. admin@bioscreenmedical.com
3. Personal cheques. Please note personal cheques require clearance from the bank and will delay Collection Kit delivering to you.

Thank you for choosing us to serve you.

General Enquiries

To obtain any information not covered in these instructions contact the Bioscreen Office:

Tel: +61 3 9687 3355

admin@bioscreenmedical.com

Victoria Public Holidays 2020

Note: these may differ from the dates in your home state

Wednesday, 1 January 2020	New Year's Day
Monday, 27 January 2020	Australia Day
Monday, 9 March 2020	Labour Day
Friday, 10 April 2020	Good Friday
Saturday, 11 April 2020	Saturday before Easter Sunday
Sunday, 12 April 2020	Easter Sunday
Monday, 13 April 2020	Easter Monday
Saturday, 25 April 2020	ANZAC Day
Monday, 8 June 2020	Queen's Birthday
Friday, 25 September 2020	AFL Grand Final Holiday
Tuesday, 3 November 2020	Melbourne Cup
Friday, 25 December 2020	Christmas Day
Monday, 28 December 2020	Boxing Day

Note to Patients that Obtain their Collection Kit Directly from the Practice

The usual practice is for Bioscreen to supply collections kits directly to patients.

A few Health Care Practices buy kits in bulk and supply kits to their patients. The Practice may then bill the patient for the kit. We have asked these practices to charge the same fee that Bioscreen charges for kits that are supplied directly to patients.

Our current testing fee for an FMA test is \$505.00 AUD (August 2017).

If you are charged a fee that is more than \$505.00AUD we would appreciate if you could advise us of this and we will advocate on your behalf.