

## **Bioscreen Test Kit (Australia Post)**

### **Procedure for Sample Collection, Parasite Testing**

**Collect and Post specimens only on Monday or Tuesday. 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 of the parasites in your sample. Samples that are incorrectly packaged will be rejected by the laboratory as being unsuitable for testing. If recollection is required you will be charged for the cost of a replacement kit (\$94).**

#### **Contents of the Parasite Test Kit**

- Gel freezer packs, must be frozen for at least 24 hours prior to use (make sure the packs are frozen flat, otherwise they may not fit in the Polyurethane box).
- Patient questionnaire form (part of this booklet)
- One specimen container, clear plastic jar with a white screw cap lid with two holes. Please write your name, date of birth and the collection date on the label
- One airtight transparent 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 cream polyurethane box to insulate and keep the sample cool
- One Velcro Strap to secure the lid of the Polyurethane foam box
- One white cardboard outer box
- One **pre-printed** eParcel Express POST label for the return of your sample. Please keep the label in a safe place, if the label is lost you will be charged \$20 for a replacement label.

**This label must be signed before sending the kit back.**

#### **Collecting a Faecal Sample**

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

2. Use the disposable glove to collect your stool sample (this may be done by collecting the stool either on a piece of toilet paper or into a clean plastic container such as an old 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 stool. 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.
5. Place the sealed specimen jar in the plastic pouch with the zip lock seal.
6. If the sample is collected the day before courier pick-up, store the zip lock bag containing the specimen jar in the fridge.
7. On the day of the pick-up time place the absorbent tissue and one of the frozen gel ice packs into the cream polyurethane box and then place the zip lock bag containing the specimen jar on top of this ice pack.
8. Place the second ice-pack on top of your zip lock bag and fit the polyurethane lid.
9. Seal the polyurethane box with masking tape and place the polyurethane box into the outer white cardboard box.
10. Place the patient information form and patient questionnaire on top of the polyurethane box.
11. Close the outer cardboard box using masking tape.
12. Sign the return label. Remove the backing sheet from the pre-printed eParcel Express POST adhesive return label. Observe the location of the label that was used for delivery to you. Attach the return label **directly over** the top of the delivery label so that the delivery label is totally obscured. Failure to do this may result in the package being returned to you.
13. The package should be lodged at the nearest Post Office as soon as possible but at least before midday.
14. If there is any delay before travelling to the Post Office then store the package in a refrigerator until you are ready to leave.
15. The return label has a barcode and the Australia Post courier fees are charged to Bioscreen. The Post Office should not charge you a fee. The Post Office should issue to you a receipt for lodgement.

*Please be aware that the Post Office may ask for photo ID for the person that lodges the package.*

## Payment for Testing

Pre-payment is required for all testing and collection kits are not dispatched until payment is received.

In rare instances practitioners may issue kits directly to patients in which case the patient needs to make payment to Bioscreen before submitting a specimen for testing.

Payments are usually made by contacting Bioscreen by telephone and giving credit card details (Visa & Mastercard).

Payments may also be made by cheque or by bank transfer (contact Bioscreen 03 9687 3355).

## Documentation

The patient information form must be completed for a report to be issued.

Completion of the Patient Questionnaire is optional but is useful in providing management advice to your health care practitioner and we encourage you to complete this form.

Thank you for choosing us to serve you.

## General Enquiries

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

Tel: (03) 96873355

Email: [admin@bioscreenmedical.com](mailto:admin@bioscreenmedical.com)

Samples may be delivered personally to the address below (call first to confirm that staff will be available to accept your sample):

Bioscreen, 5 Little Hyde St Yarraville VIC 3013

## 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