



Green Clinics Laboratory

IMPORTANT DISCLAIMER

A typical turn around for test results will be 1-3 days (including shipping times), depending on any potential shipment/pickup/lab/holiday delays, it is possible that results will not be ready within this timeframe

At Home COVID Test-Kit Procedure Walkthrough

In order to ensure the desired turnaround time and accuracy of results, these instructions must be followed carefully otherwise the sample may become compromised and results may not be obtainable or available in the desired time frame

1. Place an order for your test kit(s) by clicking the following link and submitting your payment information. Each kit will cost \$9.99. For uninsured patients, there will be an additional \$100.00 cost that will need to be paid prior to results being released to the patient. Please check the appropriate box, whether insured or uninsured, on our website when ordering your kits.

• *** TO PURCHASE KIT VISIT <http://gcl.primescheduling.com/listing.aspx> ***

2. Once your test kit arrives at the supplied address, **CAREFULLY** open it and inspect the contents of the kit. **The same shipping box will be used as the return box** and can be sealed with the adhesive return label which is included with each kit. Each kit will contain the following items:

- Patient information sheet **(fill out with appropriate information)**
- Reusable ice pack **(place in freezer immediately upon receiving)**
- Sealed sterile swab for obtaining the nasal sample (throat swab not acceptable)
- Sample tube with liquid media inside
- Return label to ship the kit back after the sample has been obtained (use to seal the box as well)

IF ANY OF THESE ITEMS ARE NOT PRESENT, PLEASE CALL THE CLINIC AT (302)-734-5050

3. Once all items have been accounted for, make sure you thoroughly read the instructions **printed on the inside of the box cover** prior to commencing the test.
4. Fill out the patient information sheet that was supplied and make sure you either return the test kit with a legible photo copy of your insurance card and photo ID, or email a scanned copy directly to Results@greenclinics.net
 - If documents are being scanned and sent digitally, please check the box on the patient information sheet provided with the kit.

CONTINUED ON BACK →

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At Home COVID Test-Kit Procedure Continued

5. Do not obtain the nasal swab sample until the same morning you plan to drop the kit off at your nearest FedEx drop box. Use the following link to supply your zip code and locate the drop off location that is most convenient for you.
 - <https://www.fedex.com/en-us/shipping/dropbox.html>
6. It is **EXTREMELY IMPORTANT** that you allow the freezer pack to freeze overnight, it must be frozen prior to returning your kit to our lab, otherwise the sample may become compromised while in transit.
7. If your kit is dropped off prior to the scheduled FedEx pickup time for that day, it should be delivered to our clinic the following day. This is why we strongly recommend you drop off the kit in the morning instead of the afternoon/evening which will delay the turnaround time for your result(s) by at least a day.
 - Alternatively, the test kit can be dropped off directly at the clinic, no later than 2PM, to ensure same day results. If you do not anticipate having enough time to allow for shipping times, it is recommended you come directly to the clinic for the test.
8. Once the kit is received in our lab, and your result(s) is finalized, the report will be emailed to the patients email address (as supplied on the patient information sheet).
 - Alternatively, if no email is supplied, you can call the clinic the day after your result(s) is finalized, or call before 5PM to see if the result(s) has been finalized.
 - If you cannot call before 5PM, please leave your information in a voicemail and you will be contacted as soon as someone is available the next morning.
9. Once the results have been verified and obtained by our lab, the \$100.00 test payment will be charged to the supplied credit card (information will be retained during the kit ordering process) for any uninsured patients
 - If payment/insurance has already been received results will be emailed directly to the supplied email address.
 - For uninsured patients, results cannot be released until the test payment has been received.

**DO NOT HESITATE TO CALL OUR CLINIC IF YOU HAVE ANY QUESTIONS
OR COMMENTS REGARDING THE AT HOME TEST KIT OR PROCEDURE
OUTLINED IN THIS DOCUMENT**