

**National Women's Hormone Laboratory  
Pope Paul VI Institute  
Specimen and Shipping Requirements**

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.