

# Setting Up In-House Phlebotomy on Rupa

## STEP 1: Gather your supplies!

### Supplies Needed

- Non-sterile gloves
- Alcohol pads or iodine to sterilize the site
- Tourniquet
- Syringes
- Needles
  - multi-sample blood collection needles
  - butterfly/syringes needles
  - 21-23 gauge
- Gauze and bandages
- Multi-speed Centrifuge
- Sharps disposal containers
- Pipettes
- Extra tubes (optional, but recommended!)
  - No additive tubes
  - Heparin tubes
  - EDTA tubes
  - Sodium citrate tubes
  - Serum separator tubes (SST)
  - Clot activator tubes
- Tube holder

*These are the general supplies you'll need to draw for most labs. To make sure you can draw for your specific labs, check out the section below!*

## STEP 2: Read your specific lab instructions

### Draw Instructions by Lab

*click each lab logo for instructions!*



[Access Medical - Rupa Instructions](#)  
[Access Medical - Reference Sheet](#)



[CytoDX](#)  
[Plasma Collection](#)



[Plasma](#)  
[Serum](#)  
[Whole Blood](#)



[NutrEval](#)  
[Allergy Tests](#)  
[Methylation Tests](#)  
[Thyroid](#)  
[ION Profile](#)



[Plasma](#)  
[Serum](#)  
[Whole Blood](#)



### Some key things to note:

**Once you've correctly drawn the blood with the right tubes, don't forget these key steps!**

- Include the requisition with the sample before shipping it back
- Write the patient name and collection date on the tube
- Double check all samples are in the box, including urine, stool, saliva, etc!
- Make sure you've included any necessary ice packs (or in some cases, dry ice)

*\*Labs may reject samples without the above!*

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## What to Expect in a Kit

### Most kits include:

- Paper copy of requisition form - *if using In-Office Kits with Rupa, you **must** place the order on Rupa to download & print an updated Requisition*
- Paper copy of draw & shipping instructions
- Tubes necessary to draw tests ordered on requisition
- Labels for each tube
- Return shipping biohazard packaging and label
- Ice bricks (if necessary)

### Kits typically do not include:

- Needles
- Extra tubes
- Additional draw supplies (tourniquet, sharps disposal, etc.)

## ? FAQs

*\*\*Please note that while Rupa does provide information, we are not trained phlebotomists!\*\**

### Is there a certain type of centrifuge that I will need?

A wide variety of centrifuges are available, and it is up to the provider to determine the preferred price point and brand best suited for their clinics or services. However, we do have a few suggestions for requirements:

- **Multi Speed Capability**
  - Able to Spin up to ~4000 rpm
  - Different specialty labs have different requirements on how fast a sample must be spun, be sure to check specific draw instructions!
- **Ventilated Centrifuge vs. Refrigerated Centrifuge**
  - Refrigerated centrifuges are generally not necessary, since any sample that needs to be refrigerated or frozen, will do so after centrifugation
  - Consider your own usage of the centrifuge & whether or not a refrigerated model makes sense for you or your office before purchasing!
- **Centrifuge with a rotor is meant for regular-sized tubes, not microtubes**
  - Double check your Centrifuge specific make & model to confirm which tubes it can accommodate.

### What is competitive pricing for a draw?

Pricing varies greatly by location, number of tubes being drawn, and complexity of sample processing. In some cases, shipping & handling is an extra charge.

- For basic in-office services, we typically see prices between \$20 to \$50.
- For basic mobile services, we typically see prices starting around \$50 plus mileage. Most phlebotomy services use the federal mileage rate set each year.

### How should I handle payment?

This is entirely between you and the patient (or clinic) you are drawing for! Rupa is not involved with payment between clients and phlebotomists.

In order to protect both parties throughout payment, consider using an online service such as PayPal, Venmo, Zelle, or another secure method.

### How do I mail back a sample?

The kits include all the return shipping supplies, including: biohazard bags, return shipping labels, and ice bricks as necessary.

Once the sample has been collected and processed for shipping, the sample can be packed up using the shipping supplies as directed in the instructions.

The shipping label includes information about which major carrier the package needs to be returned to.

Please note that packages must be dropped off at specific facilities for biohazardous samples. These samples should be dropped off Monday through Thursday in order for the sample to arrive at the lab during business hours.

You may also schedule sample pick-ups by contacting the carrier directly.

### How can my clinic become a draw station for Rupa patients?

Rupa is constantly improving and expanding our phlebotomy network. If you'd like to join our network, fill out [this form](#). We'll reach out to you if we have any questions about your services! It's up to your team to define pricing, scheduling and any other details about your services.

### How is Rupa involved in the phlebotomy process?

Rupa is working to provide a seamless sample collection experience for patients, practitioners, and phlebotomists alike! However, we are not trained phlebotomists.

Rupa's primary role in the sample collection process is connecting patients and phlebotomists to facilitate sample collection. The rest of the process is between the phlebotomist and the patient, including scheduling, completion of the draw, sample processing, and payment.

All the resources provided to phlebotomists come directly from the lab company. If you have specific questions about sample collection, we encourage you to reach out to the lab directly. Most kits include contact information for the lab support teams. If you need help getting in touch, don't hesitate to reach out to [support@rupahealth.com](mailto:support@rupahealth.com)! We're here to help :)