

## INSTRUCTIONS FOR SENDING SAMPLES TO OXFORD FOR PARANODAL ANTIBODY TESTING

Serum is required - one ml is sufficient to process several tests. Please contact Laboratory Immunology if further sample information required e.g. small sample.

Please ask the requesting clinician to complete the paranodal antibody specific request form, available from: <https://www.ouh.nhs.uk/immunology/neuroimmunology/documents/paranodal-antibody-form.docx>

and return this by email to [simon.rinaldi@nhs.net](mailto:simon.rinaldi@nhs.net) when the sample is sent

### Transport

Packaging must conform to UN3373. Use a screw top, leak proof container such as Sarstedt 72.894.007. Transport at ambient temperature unless transport will take more than 3 days.

### Postal address for ALL samples

Immunology Laboratory

Churchill Hospital

Old Road, Headington

Oxford OX3 7LE

United Kingdom

Email: [immunology.office@ouh.nhs.uk](mailto:immunology.office@ouh.nhs.uk)

Please note the following:

- Label all tubes with patient's name and date of birth or name and identifying number.
- Please use the specific paranodal antibody request card (link above) and submit this by email
- Enclose any previous relevant correspondence including emails. Include email address, if appropriate, since this makes it easy to contact you quickly if necessary.
- Give full requester information, including name/department address for report.
- Include the address to which the bill should be sent if different from report address.
- Send this paperwork with the sample but in separate bag which should be uncontaminated with biological material. Put paperwork inside the external packaging.
- Attach any other relevant correspondence including a copy of email correspondence, if appropriate, since this makes it easy to contact you quickly if necessary.

### Reports & Billing

These are usually sent by email. Please provide an email address for this purpose. Please phone if results are required urgently. The paranodal antibody panel (4 antigens) costs £120. Single antigens are £50.

### Contacts

For general enquiries:

Email: [immunology.office@ouh.nhs.uk](mailto:immunology.office@ouh.nhs.uk)

Telephone +44 1865 225995

For specific information on paranodal antibodies:

Email: [simon.rinaldi@nhs.net](mailto:simon.rinaldi@nhs.net)

### Turnaround

Tests are run on a weekly basis in the neuroimmunology lab (typically on a Thursday). Paranodal antibody samples are transferred from the NHS immunology lab to neuroimmunology each Wednesday and will typically be tested the following day. However, the time between the sample being taken and arriving for testing in neuroimmunology can vary, and this may sometimes take up to 2 weeks. If your request is urgent, please contact [simon.rinaldi@nhs.net](mailto:simon.rinaldi@nhs.net) to discuss expediting this process.

### Request Forms

To help reduce data entry errors, speed up turnaround times and ensure correct locations for reports and invoices please use the electronic request form available and return this to the email address provided.