



SCHOOL OF DENTAL MEDICINE

UConn Oral Pathology Biopsy Service

BIOPSY SPECIMEN SUBMISSIONS – FEDEX

To our valued UConn Oral Pathology Biopsy Service Contributors:

As you know, to improve the efficiency and reliability of our biopsy service, our service has switched to **FedEx 2-Day Service** for all biopsy specimen submissions. We do not use USPS mail services any longer. Our switch to FedEx has enhanced the overall biopsy submission process ensuring faster delivery, improved tracking, and diagnostic turnaround.

Advantages of the FedEx delivery service include:

1. **Scheduling Package Pick-up**: When your package is ready to be shipped, please call 1-800-463-3339 and FedEx will stop by your office to pick up the specimens.
2. **Enhanced Delivery Tracking**: Please record the tracking number on the prepaid FedEx label. This will enable you to track the specimen from the moment it leaves your office until arrives at ours.

Our service will continue providing you with all the supplies needed (at no charge) to send specimens to our biopsy service. Please call our office at 860-679-3333, or email us at uconnoralpathology@uchc.edu when you need supplies and we will send you a package that includes the following:

- Formalin or Zeus medium bottles, Biohazard bags, & Requisition forms
- Shipping boxes – 6 x 4 x 2 inches & FedEx Pack envelopes
- FedEx Shipping labels (prepaid with tracking number) with shipping instructions

To ensure that we provide you with prompt and reliable diagnostic information, **biopsy submissions MUST include**:

1. **Requisition form**: completed with patient's demographic information, provider/ surgeon's name, address, phone number, fax number, and email address (if any)
2. **Date and anatomic site of biopsy**: providing a specific anatomic site is essential for diagnostic specificity
3. **Clinical information** – summary of clinical/ radiographic findings, clinical information
4. **Medical Insurance information**
5. **Patient's signature** authorizing us to perform our diagnostic services and bill either the patient/ insurance

We trust that the FedEx service submission will benefit you and your patients to provide a reliable, expedited, and user friendly service. If you have any questions regarding biopsy submission, please do not hesitate to contact our service.

Thank you for your continued trust in our biopsy service. We look forward to continuing to serve you and your patients.

Sincerely

Dr. Easwar Natarajan, Dr. Jenna Ward, Ms. Lisette Feliciano, and Ms. Heather Smith

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