

Ordering and Sending a Sample to RCIGM

1. Review the RCIGM requisition form and the “About WGS” parent information sheet.
If you have any questions about informed consent, genetic counselors at RCIGM are available to speak with providers.
2. Consent family for rapid WGS
3. Collect Samples.
 - Please label EDTA tubes with two patient identifiers (Name/DOB/MRN)
 - See requisition form for sample and labeling requirements.
 - Please package each individual's specimen(s) in a separate biohazard bag
4. Send relevant clinical notes (*choose one of three options*)
 - Encrypted/Secure Email: RCIGM_rWGS@rchsd.org
 - Mailed in the package with the sample and test requisition forms
 - Upload to RCIGM Portal with case order (*preferred*)Examples of relevant notes:
 - Recent progress notes from NICU/PICU
 - Medical genetics/genetic counseling notes (*including pedigrees*)
 - Consult notes from specialists. (*e.g. cardiology, neurology, gastroenterology, immunology, etc.*)
 - Results or status of other genetic tests ordered (*e.g. chromosomal microarray, gene panel, single gene testing, etc.*)
 - Laboratory results (*e.g. hematology, biochemical, immunology*)
 - Imaging (*echocardiograms, EEGs, skeletal surveys*)
 - Differential diagnosis
5. Preparing Shipment Paperwork*
 - a. Fill out RCIGM Test Requisition Form and affix patient label at top
Note: Complete page 6 with patient/ legal guardian's preferences and signatures for “Additional Use of De-Identified Information and/or Samples” and “Incidental findings”
 - b. Make a copy of the RCIGM requisition form and retain the inked original on-site
 - c. Send the following, with the blood sample(s), to the hospital lab:
 - Lab sheet containing the details of the blood draw
 - Copy of the completed RCIGM requisition form, with affixed patient label
 - FedEx Shipping label

**Sites with RCIGM Portal access, please enroll using RCIGM Portal and print completed requisition form.*



Clinical Genome Center
7910 Frost Street, Suite 240
San Diego, CA 92123

E: RCIGM_rWGS@rchsd.org
P: 858 / 966-8127
CLIA ID# 05D2129627

6. Ship samples via FedEx First Overnight

**Note: If sending on a Friday, please ensure you are selecting “Saturday Delivery”.
RCIGM staff is not available on Sundays to receive samples.**

Shipping Address:

Rady Children's Institute for Genomic Medicine
7910 Frost St, Suite 240
San Diego, CA 92123
Attn: Clinical Genome Center

RCIGM Phone: (858) 966 – 8127

For after hours or weekend help, please call (858) 900-5979

7. Notification of Shipment:

Send secure email to RCIGM_ClinicalLab@rchsd.org and RCIGM_rWGS@rchsd.org with the following:

- Two identifiers for each sample (Name/DOB/MRN)
- FedEx tracking number
- Shipment date and time