

## Ordering and Sending Testing to RCIGM

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1. Complete the RCIGM requisition form and have it signed by the ordering provider. Please provide information for proband and all biological family members who will be included in the testing.
2. Share the "About WGS" parent information sheet with the family.
3. Consent family for rapid WGS. If you have any questions about informed consent for rWGS, genetic counselors at RCIGM are available to speak with providers.
4. Collect Samples
  - See page 7 of the RCIGM CGC Requisition form for sample requirements
  - Please label EDTA tubes with at least two patient identifiers (Name/DOB/MRN)
  - Please package each individual's specimen(s) in a separate biohazard bag
  - Ship Fedex First Overnight with cold pack. Do not place cold pack in direct contact with samples. Shipping overnight at room temperature is acceptable if cold pack is not available.
5. Send relevant clinical notes (*choose one of the following options*)
  - Upload to RCIGM Portal with case order (preferred)
  - Encrypted/Secure Email: [RCIGM\\_rWGS@rchsd.org](mailto:RCIGM_rWGS@rchsd.org)
  - Fax to (858)966-8092
  - Mailed in the package with the sample and test requisition forms

### 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 reports (*echocardiograms, EEGs, skeletal surveys*)
  - Differential diagnosis
6. Preparing Shipment Paperwork
    - a. Review RCIGM Test Requisition Form and affix patient label at top
    - 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



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

**E:** [RCIGM\\_rWGS@rchsd.org](mailto: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](mailto:RCIGM_ClinicalLab@rchsd.org) and [RCIGM\\_rWGS@rchsd.org](mailto:RCIGM_rWGS@rchsd.org) with the following:

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