Minnesota Urolith Center – Online Sample Information Submission

How to submit sample information online:
Log in at our website urolithcenter.org with your user name and password.
See “creating an online account” if you do not know your user name and password.

To enter submission information for a sample – Select -> New Sample from the main menu.

To complete your sample submission, follow these steps:
1. Select NEW SAMPLE and complete the online submission form.
2. Ship your sample using the address label provided.
3. Email notification will be sent to your clinic email address:
   - When sample information is received electronically
   - When the sample arrives
   - When results are ready

The submission information page will open. Enter the patient information by completing all the fields.
Confirmation of Sample Submission. This screen lists the sample number, your clinic id, doctor, owner and patient names. You may want to record the sample number for your records incase you have problems printing. **Select → Print Address Label and Packing Slip**

A 2 page Address Label and Packing Slip will be generated on the next screen. The first page should be included in the package with the sample.
The Second page will include:

Our laboratory address - This can be cut off and used as an address label on the package.

**The Minnesota Urolith Center does not provide containers or prepaid mailers. Any shipping, duties, or customs inspection charges are the responsibility of the shipper.**

Domestic samples can be shipped via US Mail or through your preferred shipper. Sending specimens by a carrier that provides tracking will minimize transit delays. If shipping through the US Postal Service make sure sufficient postage is affixed.

A barcode/sample label – This can be attached to the specimen vial/bag.

An exempt animal specimen label – Place this on the outside of your package.

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100XX
Happy Pet Animal Hospital
234 Paw Print Road
Puppyville, MN 551XX United States

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Minnesota Urolith Center
Veterinary Clinical Sciences Dept
University of MN-CVM
1352 Boyd Avenue
St Paul, MN 55108
USA

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Follow packaging instructions at: urolithcenter.org. Place the "Exempt Specimen" label below on the outside of your package.

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EXEMPT ANIMAL SPECIMEN
If you are unable to print the packing slip, or the slip does not print correctly, **DO NOT reenter the sample** - this will create two records for the same patient sample.

To reprint your packing slip, follow these steps:

- Go to **Search** in the top navigation.
- You will see a list of samples recently submitted from your clinic.
- Select **"Reprint Packing Slip"** for the sample you need.

If you are unable to reprint the packing slip you can send us a copy of your confirmation email, or include a note listing your clinic name, patient and owner name, and sample number. Be sure to include the information **"SAMPLE SUBMITTED ONLINE"**. We will be able to match the sample and online information when it is received in the laboratory.

If you notice an error on the packing slip – Write the corrected information on the submission form and we will correct the data when we receive the sample.

Package sample according to instructions at:

https://www.vetmed.umn.edu/centers-programs/minnesota-urolith-center/how-ship-samples

An email confirming receipt of patient information will be sent shortly after you submit the sample information.

For additional information: [How to submit urolith samples](https://www.vetmed.umn.edu/centers-programs/minnesota-urolith-center/how-ship-samples).