Amsterdam Genome Diagnostics Conditions for applications

1 Applications

1.1. In order to avoid errors and delays, the application form should be filled in totally and in an unambiguous manner.

1.2. Applications may be refused if they do not contain sufficient information to be able to achieve a result. In this case the laboratory shall inform the applicant of this as soon as possible and shall invites the applicant to submit a complete application as soon as possible.

1.3. Where necessary, the laboratory will contact the applicant to discuss the application or outcome of a test.

1.4. With the acceptance of an application, the laboratory will perform the requested test with care and craftsmanship in accordance with the quality criteria applicable to the laboratory.

1.5. Before sending in patient material, the applicant is requested to check whether the patient in question is an insured person for clinical genetic care. If the patient does not appear to be insured after the performance of an operation, the invoice will be sent to the patient[1].

2 Samples

2.1. The applicant shall deliver the samples to be tested to the laboratory with proper identification (minimum name and date of birth) and a fully completed application form.

2.2 Material must be packaged and shipped in accordance with the packaging directive PI650 and P904, see http://www.postnl.nl/zakelijk/post/diagnostische-monsters/ (Select "Diagnostic Mail Items" > "Requirements" and according to UN3373 regulations, see
www.un3373.com/info/regulations
http://www.iata.org/whatwedo/cargo/dgr/Documents/DGR52_PI650_EN.pdf

Required packaging material:

Absorption sheet,

blister,

safety bag.

2.3 If the requirements of 2.1 and 2.2 are not met, the laboratory cannot accept the submitted sample. If the sample cannot be accepted, the material shall be removed as soon as possible and return to the applicant, stating the reason why it could not be processed.

[1] Patients within the Netherlands. For patients outside the Netherlands invoices will directly be send to the applicant.

2.4 For operations and storage prior to the receipt of a sample, the laboratory cannot be held responsible.

3 Implementation

3.1 The laboratory shall determine the manner, method and equipment used to carry out the work.

3.2 All work shall be carried out in accordance with the applicable norms, standards and rules. Upon request, the laboratory shall provide the applicant with information in this respect.

3.3 If an applicant asks for an test in an area of which the laboratory has no or limited knowledge, the laboratory shall inform the applicant and shall outsource the test, if necessary.

4 Results

4.1. Results in the form of research results, opinions, information or any other form, is usually supplied in written form by the laboratory. In common (emergency) cases, the written result will be sent to the laboratory preceded by a telephone call.

4.2. The lead times of the various examinations at the laboratory are in accordance with the national guidelines and are available on request and on the website. In case of emergency, specific results can be agreed upon in consultation.

5 Confidentiality

5.1. All data obtained during the analysis of a sample shall be subject to medical confidentiality. Secrecy of the data is assured by compliance with the basic principles and regulations such as those within the AMC for dossier creation and data retention.

6 Further use of patient material

6.1. The laboratory shall store the patient's obtained (processed) material in accordance with the guidelines laid down within the clinical genetics, unless a written request to destroy the sample has been received from the patient or his or her legal representative(s).

6.2. The laboratory may store and use patient material for further scientific research in line with the aim to develop new and improved techniques for the initial diagnostic question. On further use, the laboratory conforms to the guidelines of the Code of Good Use of Body Material 2011. of the Federation of Medical Scientific Societies (FMWV), the Research Code AMC - VUmc and, if applicable, of application, the local Medical Ethics Committee. In case this results in findings that are relevant for the patient, the original applicant will be informed.