

## INSTRUCTIONS FOR SENDING SAMPLES TO OXFORD FOR PARANODAL ANTIBODY TESTING

Serum is required - one ml is sufficient to process several tests. CSF can also be analysed but the clinical significance of CSF results is not established.

Please ask the requester to electronically complete the paranodal antibody specific request form, available from: <https://www.ouh.nhs.uk/immunology/neuroimmunology/documents/paranodal-antibody-form.docx> and return this by email to [neuro.immunology@nhs.net](mailto:neuro.immunology@nhs.net) when the sample is sent. Please include patient name and dob in the body of the message and paranodal in the subject line when submitting this form or requesting results. As a minimum, we need name, dob and an email address sent by email to [neuro.immunology@nhs.net](mailto:neuro.immunology@nhs.net) to be able to return results to you.

### Transport

Packaging must conform to UN3373. Use a screw top, leak proof container such as Sarstedt 72.894.007. Transport at ambient temperature unless transport will take more than 3 days.

### Postal address for ALL samples

Immunology Laboratory  
Churchill Hospital  
Old Road, Headington  
Oxford OX3 7LE  
United Kingdom  
Email: [immunologylab.enquiries@ouh.nhs.uk](mailto:immunologylab.enquiries@ouh.nhs.uk)

Please note the following:

- Label all tubes with patient's name and date of birth or name and identifying number.
- Please use the specific paranodal antibody request form (link above) and submit this by email
- Enclose any previous relevant correspondence including emails. Include email address, if appropriate, since this makes it easy to contact you quickly if necessary.
- Give full requester information, including name/department and email address for report.
- Include the address to which the bill should be sent if different from report address.
- Send this paperwork with the sample but in separate bag which should be uncontaminated with biological material. Put paperwork inside the external packaging.
- Attach any other relevant correspondence including a copy of email correspondence, if appropriate, since this makes it easy to contact you quickly if necessary.

### Reports & Billing

These are usually sent by email. Please provide an email address for this purpose. Please phone if results are required urgently. The paranodal antibody panel (4 antigens) costs £120. Single antigens are £50.

### Contacts

For general enquiries / to check sample **receipt**:  
Email: [immunologylab.enquiries@ouh.nhs.uk](mailto:immunologylab.enquiries@ouh.nhs.uk)  
Telephone +44 1865 225995

For paranodal antibody **results** and enquiries:  
Email: [neuro.immunology@nhs.net](mailto:neuro.immunology@nhs.net)

### Turnaround

Tests are run on a weekly basis in the neuroimmunology lab (typically on a Tuesday). Paranodal antibody samples are transferred from the NHS immunology lab to neuroimmunology each Monday and will typically be tested the following day. However, the time between the sample being taken and arriving for testing in neuroimmunology can vary, and this may sometimes take up to 2 weeks. If your request is urgent, please contact [immunologylab.enquiries@ouh.nhs.uk](mailto:immunologylab.enquiries@ouh.nhs.uk) to discuss expediting this process.

### Results

Results will be sent by email from [neuro.immunology@nhs.net](mailto:neuro.immunology@nhs.net) as they are available as long as we have been directly provided with the patient details and a return email address. Please make sure that the patient name, dob and an email address to return the results have been sent to this address.