

## Test Requisitions

Manual requisitions are utilized as a backup method of ordering laboratory tests.

If printing the requisition off the web and utilizing, the set of sticky labels is not available for use. Samples submitted must have two unique identifiers on them which match the manual requisition. NPL will put the sticky labels on upon arrival at the laboratory.

1. Attach one of the set of 3 “sticky” labels provided to each copy of the manual test request form.
  - NOTE: one set of three sticky labels belongs with each requisition. Do not utilize the same sticky label on multiple requisitions.
2. Complete a separate manual test request form for each patient with the following information:
  - a. Patient Demographic information: name, gender, birth date, patient ID number, collection date & time.
  - b. Billing Information if test are to be billed to patient or Medicare.
  - c. Type of specimen
  - d. Patient’s fasting state
  - e. Collection time and volume for urine specimens
  - f. Provider name
  - g. Secure fax number for result return
  - h. Check the appropriate boxes indicating test(s) requested.
    - Note: Highlighted tests on the requisition may require a signed Advance Beneficiary Notice of Noncoverage (ABN). An ABN is available on the back of the requisition.
  - i. Label the specimen to be submitted to NPL with the patient’s complete name and the “sticky” number matching the “sticky” number placed on the manual requisition.
    - Note: A “sticky” number alone without a written name is not adequate identification.
  - j. Discard any unused “sticky” numbers.
  - k. Separate the back copy of the requisition form and keep for your records.