# **Clinical Specimen Test Request Form Instructions**

A fully completed test request form <u>must</u> accompany each specimen.

## **PATIENT INFORMATION**

Affix a patient information label to the test request form or completely fill in information.

All specimens must be labeled with at least <u>two</u> patient specific identifiers; both a primary and a secondary identifier. The identifiers must appear on <u>both</u> the primary specimen container (or card) and the associated test request form. Specimens that do not meet this criteria will delay testing.

Acceptable identifiers:

Identifier Type	Level
Patient Name (last name, first name)	Primary (required)
Date of Birth	Secondary (preferred)
Medical Record Number	Secondary
Social Security Number	Secondary
Medicaid Number	Secondary

#### ORDERING HEALTH CARE PROVIDER INFORMATION

Tests on human samples must be ordered by a licensed medical provider. Complete the health care provider's name and National Provider Identifier (NPI) and telephone number. To obtain an NPI go to National Plan and Provider Enumeration System (NPPES) or call 1 (800) 465-3203. This information is required to bill Medicaid and Medicare.

### **ORGANIZATION INFORMATION**

Results are reported to this address. To prepopulate these fields go to the State Hygienic Laboratory website <a href="http://www.shl.uiowa.edu/">http://www.shl.uiowa.edu/</a> and click on the Clinical Test Request Forms button to find your facility and print a test request form.

#### **SAMPLE INFORMATION**

Complete the date and time the specimen was collected and sample type information. Indicate sample source when appropriate.

## **TEST(S) REQUESTED**

Mark the test(s) to be performed. There must be a written or electronic request for patient testing. Additional specimen collection, handling instructions, and patient information may be required for tests such as QuantiFeron TB, Maternal Screening, and Chlamydia/N. gonorrhoeae testing. For specific test information, see the <a href="Milling Linical Test">Clinical Test</a> Menu on the SHL website.