



Using a Paper Requisition Form to Order Laboratory Tests

Important Notes

To process a specimen without any delays, Qitek Labs must have a:

1. Requisition form with complete and accurate information.
 - a. The information on the requisition form must match the specimen tube.
 - i. For example, if the patient's name is "John Doe," then you cannot write "Johnny" on the specimen tube. It must match exactly or the specimen will be rejected.
 - ii. For example, if the patient's DOB is "01/02/1903," then you cannot write "01/02/1913" on the specimen tube. It must match exactly or the specimen will be rejected.
2. The specimen must be labeled with the at least two unique identifiers. Qitek Labs recommends the following:
 - a. Patient's full name
 - b. Patient's date of birth (DOB)
3. The pink carbon copy is for the physician's records. Please send everything else with the specimen.

Completing a Requisition Form (Sections on *All Requisitions*)

The requisition form must be filled out completely with accurate information. Any incorrect, missing, or illegible information will cause delays in processing or specimen rejection. The following fields should be completed:

1. Account Information
 - a. Clinic name, address, requesting physician, NPI number, and clinic phone number
2. Patient Information
 - a. Patient name including the patient's last name, first name, and middle initial
 - b. Patient address including the street address, city, state, and zip code
 - c. Patient gender
 - d. Patient phone number
 - e. Patient date of birth (DOB)
 - f. Patient email (if applicable)
 - g. Patient social security number
 - h. Patient insurance - please attach a copy of the patient's insurance card including the front and back
 - i. Patient signature including the date signed
3. ICD-10 Diagnosis Code(s)
 - a. ICD-10 codes must be provided and coincide with the reason for testing
4. Test(s) Requested
 - a. Please select the appropriate box for the test(s) requested. Depending on the requisition, some sections will allow you to individually select tests or select entire test panels



5. Collection Information
 - a. Sample type – indicate the type of specimen that is being paired with the requisition form
 - b. Time collected – indicate the time collected (HH:MM)
 - c. Date collected – indicate the date collected (MM/DD/YYYY)
 - d. Collected by – indicate the collector (first and last name)
6. Physician Signature
 - a. The ordering physician must sign and date the requisition
 - i. **Note: Qitek Labs only accepts wet ink signatures. Every paper requisition should be signed using wet ink. Paper requisitions with copied signatures, electronic signatures, stamped signatures, or any other signature that is not wet ink will be rejected. Electronic signatures are only accepted when using our web portal ordering platform.**

Completing a Requisition Form (Sections on **Certain Requisitions**)

1. Current Prescribed and OTC Medications
 - a. Please indicate any prescribed or OTC medications that patient is using
2. Indications for Testing
 - a. Please select all that apply (i.e. patient or partner screening, personal or family history, previous clinical testing, etc)
3. Clinical History
 - a. Please select all that apply
4. Family History
 - a. Indicate any family members, diagnoses, symptoms, age, relation, gender, etc
 - b. Indicate no history if applicable
5. Personal History
 - a. Indicate any previous personal history, including previous diagnoses, symptoms, etc
 - b. Indicate no history if applicable
6. Clinical Presentation
 - a. Please select all that apply
7. Patient Informed Consent
 - a. When ordering any genetic test, the patient must sign an informed consent including their signature and date signed. **Note: Qitek Labs will reject genetic specimens that do not have a patient informed consent included.**

Physician Notes

All genetic specimens must be accompanied by the actual ordering physician notes. This is mandated by insurance and the test will not be covered without this. Any specimens received without physician notes will be rejected.