



DNA Sample Submission Checklist

Please follow the steps below to ensure the quickest turnaround on test results. If you have access to the face sheet, diagnosis sheet, and MAR (med list) on each patient/client, this can simplify the process. If these are not readily available, it is best to obtain these from the physician and pharmacy to include when submitting the test. The physician should be able to supply this if the patient is using the same physician for all treatment. This will also ensure all current meds are listed.

Be sure to complete **EVERY SECTION** on the requisition.

This is a **step by step checklist** that should help. Again, feel free to contact any of us if we can help in any way.

- _____ 1) Check test request section – Multi-Drug Sensitivity Panel.
- _____ 2) Check each applicable diagnosis code. If additional codes are available, write them in the section provided. Attach face sheet/diagnosis sheet to the requisition form for mailing.
- _____ 3) Complete patient information.
- _____ 4) Complete provider information.
- _____ 5) Complete billing information if private pay, or attach back and front legible copy of insurance card.
- _____ 6) Have the client, POA, or guardian sign the requisition.
- _____ 7) Have the physician sign the requisition.
- _____ 8) Verify that all blanks have been completed on the **requisition form**
- _____ 9) Attach a copy of the patient's current medication list. Attach MAR to the requisition when mailing.
- _____ 10) Use the enclosed swabs, swab each cheek, and put swabs in the small envelope that is being provided in the kit and seal the small envelope. Write the patient's name, date of collection, and date of birth on the small envelope—this information needs to match requisition form exactly.
- _____ 11) Put the sealed small envelope, along with the swab samples, requisition, face sheet/diagnosis sheet, MAR and medication list in the larger envelope the test kit came in and seal. If the above documents aren't available, include a copy of the insurance card and include the information needed on the requisition.
- _____ 12) Put the test envelope in the enclosed FedEx or UPS envelope (shipping labels and shipping envelopes are included in each test kit), attach the preprinted label and ship to the lab. Multiple tests can be put in a single shipping envelope.

Please feel free to contact any of us or client services at the lab with any questions or concerns.

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