

Instructions for completing NeoGenomics test requisition forms

Please include all required fields marked in bold below.

1 Client information

Account Number/Account Name: If you do not know or do not have an account number, please call NeoGenomics Client Services to retrieve it.

Test Authorization and Physician Signature are required: Important information to support the testing that is medically necessary for the patient's condition, which supports claim payment for both clients and NeoGenomics.

2 Patient information

Patient Legal Name: (Last, First, MI), Biological Sex, Date of Birth, and Medical Record #.

3 Billing information

Required: Select **Patient Status**. This is the patient's status at the time of specimen collection. After completing patient status, select at least one **Bill to** option and attach **Prior Authorization** to avoid unnecessary billing charges.

See below for definitions of each Bill to option.

Client Bill: All charges billed to client (listed in #1 above).

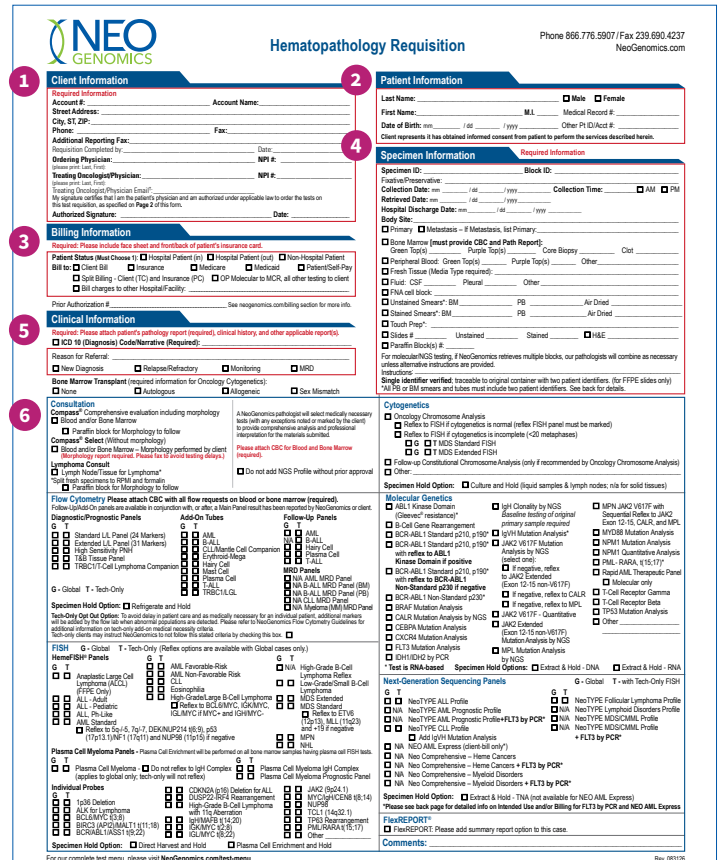
Insurance/Medicare/Medicaid: All charges billed to insurance except when payor follows CMS guidelines and patient status indicated as inpatient or outpatient.

Patient/Self-Pay: All charges billed to patient.

Split Billing — Client (TC) and Insurance (PC): All Technical Component (TC) charges billed to client (listed in #1 above), all Professional Component (PC) charges to insurance.

Out-patient Molecular to MCR, all other testing to client: Molecular testing billed to Medicare, all other testing to client (listed in #1 above).

Bill charges to other Hospital/Facility: If billing to a client not listed in #1 above, please indicate name and address here.



The form is titled "NeoGenomics Hematopathology Requisition" and includes contact information: Phone 866.776.5807 / Fax 239.690.4237, NeoGenomics.com. It is divided into several sections:

- 1 Client Information:** Includes fields for Account Name, Street Address, City, ST, ZIP, Phone, Fax, Additional Reporting For, Referring Physician, Ordering Physician, Treating Oncologist/Physician, and Billing Information (Insurance, Medicare, Medicaid, Patient Self-Pay, Client TC and Insurance PC, or Other Molecular to MCR).
- 2 Patient Information:** Includes Last Name, First Name, Date of Birth, Medical Record #, and Sex (Male/Female).
- 3 Billing Information:** Includes Patient Status (Inpatient, Outpatient, etc.), Bill to (Client, Insurance, etc.), and Billing Information (Insurance, Medicare, Medicaid, Patient Self-Pay, Client TC and Insurance PC, or Other Molecular to MCR).
- 4 Specimen Information:** Includes Specimen ID, Block ID, Collection Date, Collection Time, and Specimen Type (Bone Marrow, Blood, etc.).
- 5 Clinical Information:** Includes Reason for Referral, Prior Diagnosis, and Bone Marrow Transplant history.
- 6 Flow Cytometry:** Includes a section for Flow Cytometry analysis, with checkboxes for various markers and a section for FISH analysis.
- 7 Molecular Genetics:** Includes a section for Molecular Genetics analysis, with checkboxes for various markers and a section for FISH analysis.
- 8 Next-Generation Sequencing Panels:** Includes a section for Next-Generation Sequencing Panels, with checkboxes for various panels.
- 9 Specimen Hold Options:** Includes a section for Specimen Hold Options, with checkboxes for various options.
- 10 Comments:** Includes a section for Comments.

4 Specimen information

Provide information only for the specimen type that is being submitted.

All submitted orders require: Specimen ID, Date (collection, retrieved, and discharge), body site, specimen type, block direction, and prep method.

To ensure compliance with the College of American Pathologists (CAP), **all client-submitted peripheral blood (PB) or bone marrow (BM) smears and tubes must include two patient identifiers.** In addition, when submitting hematology smears, the specimen source should be clearly indicated on the test requisition form and tubes and is highly recommended to be added to the smears.

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