

How to fill out a NeoGenomics test requisition form

Instructions for completing the NeoGenomics test requisition form for all assays are outlined below. These provide a general overview, but please contact Client Services at 866.776.5907, option 3 or Client.Services@neogenomics.com for further details. For more information or to order online, visit neogenomics.com/online-ordering.

1 Client Information

Requisition Completed by: Signature and Date.

Account Number: If you do not know or do not have an account number, NeoGenomics will create and/or enter it when we receive the order.

Ordering Physician: Name (Last, First) NPI #

Treating Physician: Name (Last, First) NPI #

2 Test Authorization and Physician Signature

Required: Important information to support the testing is medically necessary for the patient's condition, which supports claim payment for both clients and NeoGenomics.

3 Billing Information

READ CAREFULLY TO PREVENT A DELAY IN RECEIVING RESULTS

Required: Mark Patient Status. This is the patient's status at the time of specimen collection.

Complete Patient Status, choose at least one Bill to option and attach Prior Authorization to avoid unnecessary billing charges.

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

- Insurance/Medicare/Medicaid:** All charges billed to insurance except when payer follows CMS guidelines and patient status indicated as inpatient or outpatient; if so, TC charges billed to client (listed #1 above), all PC charges to insurance.

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

The form is titled "Hematopathology Requisition" and includes the NeoGenomics logo and contact information (Phone 866.776.5907 / Fax 239.690.4237, neogenomics.com). It is divided into several sections:

- Client Information:** Includes fields for Account Name, Address, City, ST, ZIP, Phone, and Fax.
- Ordering Physician Information:** Includes fields for Name, NPI #, and Signature.
- Specimen Information:** Includes fields for Specimen ID, Collection Date, Collection Time, Hospital Discharge Date, and Body Site.
- Test Information:** Includes checkboxes for various tests such as Hematology, Cytogenetics, and Molecular.
- Insurance/Billing Information:** Includes checkboxes for Client Bill, Insurance, Medicare, Medicaid, and Self-Pay.
- Comments:** A section for additional notes.

- Split Billing – Client (TC) and Insurance (PC):**

All TC charges billed to client (listed in #1 above), all PC charges to insurance.

- OP 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 client other than listed in #1 above is to be billed, please indicate name and address here.



4 Clinical Information/Patient History

Providing diagnosis information that supports medical necessity assists with turnaround time by preventing follow-up from our Client Services, Billing and Pathology groups.

To prevent a delay in patient care and to avoid billing issues, include:

- **Required: Diagnosis Code/ICD Code, Reason for Referral, Stage OR Disease status.**
- **Attachments:** The most recent progress note, H&P, and any other records supporting medical necessity for the testing may be required by the patient's insurance plan. In addition, supplementary test results may assist our pathologists in their assessment of the case. Scan and include these documents with submission. Utilizing online ordering will make this process easier. For more information or to order online, visit <https://neogenomics.com/online-ordering>.

5 Patient Information

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

6 Specimen Information

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

All orders submitted Required: Specimen ID, Date (collection, retrieved, discharge), specimen type and prep method.

For more information contact NeoGenomics Client Services at 1.866.776.5907



9490 NeoGenomics Way
Fort Myers, FL 33912
Phone: 866.776.5907 | Fax: 239.690.4237
www.neogenomics.com