

ENCOMPASS DIAGNOSTICS

Sample Return Checklist

Important Note: The below is required in order to properly process lab test results and provide accurate reporting. Failure to provide proper and accurate documentation may result in test result delays and lab rejection.

PROVIDER DOCUMENTATION

☐ Specimen(s) with Two Identifiers: All tubes must be labeled with the patient's full legal name (first and last) and date of birth. **DO NOT RETURN URINE CUPS.**

Please note, patient information on the specimen and throughout documentation must exactly match in order for the lab to process the sample. Please also ensure the collection date & time is accurately reflected on the requisition.

☐ **Patient Medical Documentation**: *Patient face sheet, clinical record, continuity of care, visit summary,* or other documentation demonstrating medical necessity. This document may or may not include patient insurance information. If this document does not include insurance information, please include:

☐ **Copy of Patient's insurance card - front and back**: If a patient would like to use insurance for billing, you must include insurance information.

☐ **Test Requisition:** Please print out a copy or provide a completed Molecular Diagnostic Requisition Form. This requsition should inclue ordering physician information, physician signature, patient information, ICD-10 codes, collection information, etc.

SPECIMEN RETURN SHIPPING

☐ Insert the specimen (s), patient face sheet, copy of insurance card (if applicable) and the test requisition(s) into the biohazard bag and seal it.

☐ Place biohazard bag(s) into a FedEx Laboratory Clinical Box and ship the box back to the Encompass Diagnostics lab.

NOTE: DO NOT SHIP THE URINE COLLECTION CUP BACK TO THE LAB. The urine collection cup contains a needle. It should only be used to collect the sample. Fill the required tube(s) and discard the cup according to your company/facility policy.

All provider documentation must be included when returning specimen (s) and returned to the lab for processing.

Failure to provide proper and accurate documentation may result in test result delays and lab rejections

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