

Wake Forest University Baptist Medical Center

Anatomic Pathology Request Forms

Instructions for Completing the Forms

<http://www.wfubmc.edu/pathology/services/reflab/forms.htm>

Request Forms can be found online; or call (336) 716-2644 to request copies.

Instructions for Completing the Request Forms:

If you complete the form by hand, please print clearly and legibly. You may also fill in the blanks on the form on your computer (see below). Please be sure to use the correct form(s) for the specimen(s) you are submitting.

- ◆ The Anatomic Pathology Request Form can be used for surgical specimens OR cytology specimens.
- ◆ There is a separate Dermatopathology Request Form, and another Renal Biopsy Request Form. The first five sections are identical on all three forms.
- ◆ See the Reference Laboratory/Consultations webpage regarding tests or specimens from our other laboratories (<http://www1.wfubmc.edu/pathology/services/reflab/>).

Client Information: This first section, in the top right-hand corner of the form, is for information about your hospital, clinic or practice group. An E-mail address is not required, but may be helpful if we need to contact you. The technician who prepares the specimen or completes the form should initial or print his or her name in the blank provided. (Leave the grey boxes for the WFUBMC case number and date received blank.) Complete the section with your current hospital/group/clinic contact information.

- ◆ *Time-saving tip: Complete the Client Information section before you print the blank form or before you save it to your computer. If your address or phone number changes, you can change it on your saved form or print a new one with the correct information.*

Patient Information: This information is used to register the patient into our hospital's computer system; it is used for security purposes as well as unique identification. It is also used by the lab to help ensure that the patient's specimens and/or laboratory results are not confused with those of another patient with a similar name.

- ◆ Fill in all blanks (maiden name can be left blank if appropriate).
- ◆ Our registration system requires the patient's mother's **first name**, rather than her maiden name. This is for security and identification purposes.
- ◆ If you're completing the form on your computer, you'll see that the Marital Status and Race fields are drop-down boxes. The selections are determined by the North Carolina Baptist Hospital registration system's requirements.
- ◆ If you're completing the form by hand, the categories for Marital Status are: Single, Married, Widowed, Living w/ Partner, Living Separately (still married), Legally Separated, Divorced, and Unknown; the categories for Race are: Asian, Black, Hispanic, Native American, Other, Unknown, and White.

Billing and Insurance Information: We cannot process your specimen until we have complete billing information, so please make every effort to include the most recent information from the patient's chart.

- ◆ Primary Insurance is the company to be billed first; secondary insurance includes all other policies. Provide the appropriate subscriber name, policy ID numbers, dates, and addresses in the space indicated.

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- ◆ You can attach a copy of your own insurance form and/or copies of both sides of the patient's insurance card(s) only if they contain all of the information requested; make sure that any abbreviations and codes are spelled out clearly. You must complete the rest of the request form in full. The rest of the form must be completed as it is a legal document and part of the patient's medical record.
- ◆ If you request that we bill the patient directly for this service, did you call the patient's insurance company to get authorization, if needed?
- ◆ If the patient has no insurance, please call us at 336-716-9817 or 336-713-0164 to get a Self Pay Authorization Number (SPAN) to enter in the appropriate space on the form. If you did not get a SPAN, your office will be billed. We can't bill self-pay patients directly without authorization.
- ◆ Medicare patients must have a signed Advance Beneficiary Notice (ABN) form on file with your office for all routine Pap tests. If you are submitting a routine Pap test specimen, check the box in the 'Medicare Information' section if you have a signed ABN form on file for the patient. Information about the ABN form is available online at <http://cms.hhs.gov/>.

Physician Information: This request form is a legal document, much like a prescription or any other physician order, and becomes part of the patient's medical record.

- ◆ Because this form is considered a physician's order, the ordering physician's signature is required by law.
- ◆ Please include physician's telephone/fax numbers if different from those at the top of the form.
- ◆ We will be glad to fax a copy of the report to the patient's primary care provider if the 'send copy of report' box is checked and the provider's name and fax number are included.

Complete for All Specimens:

- ◆ Record the collection date and time in the space provided as these may be important or relevant to the specimen analysis or the test results.
- ◆ Check the appropriate box to indicate whether the patient is an inpatient or an outpatient.
- ◆ In emergency cases, if you need the results quickly, check the URGENT box and provide an additional contact number if necessary.

Surgical Pathology Specimens:

- ◆ Check the 'Surgical Pathology Specimens' box and type or write the requested information in the space provided. Go to the Pathology Laboratory Services webpage at <http://www1.wfubmc.edu/pathology/services/> if you need details about specimen preparation.
- ◆ You can send several surgical specimens (which each must be properly labeled, see the website above for details) with one form, but you must complete a separate form (or submit a copy) if you also send cytology specimens on the same patient at the same time.

Cytology Specimens:

- ◆ Check the 'Cytology Specimens' box and type or write the requested information in the space provided. If you need details about specimen preparation, go to the cytopathology webpage at <http://www.wfubmc.edu/pathology/services/anatomic/cytopath.htm>

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- ◆ You can send several cytology specimens (which must be properly labeled; see the cytopathology webpage for more details) with one form, but you must complete a separate form (or submit a copy) if you send surgical specimens on the same patient at the same time.

Dermatopathology Specimens:

- ◆ There is a separate Dermatopathology Specimen Request Form; the first five sections are to be completed as described in items 1-5 above. The final section consists of spaces to provide specific details about the specimen(s). If you need more details about specimen preparation, see the Dermatopathology webpage at <http://www.wfubmc.edu/pathology/services/anatomic/dermatopath.htm>. Be sure to note any previous biopsy numbers (if applicable) on this patient.

Renal Pathology Specimens:

- ◆ There is a separate Renal Biopsy Request Form; the first five sections are to be completed as described in items 1-5 above. The final section consists of spaces to provide specific details about the specimen(s) and the patient's history, lab results. If you need more details about specimen preparation, there is a second page on the Request form with further information; also see the Renal Pathology webpage at <http://www.wfubmc.edu/pathology/services/anatomic/renal.htm>.

Using the Request Forms on a Computer

To save the forms on your computer for later use, type in your contact information in the top right section of the page, and then scroll down to the bottom of the page. Click on the green button that says 'SAVE.' Your computer will use the 'save as' function and ask you where to save it. Be sure to remember where you save it, and what you name it. Click 'OK' or hit enter when you are ready.

To complete the forms on your computer screen, put your cursor in the first field and type the information, then hit the 'tab' key or use your mouse to advance to the next field. Use the enter key or a mouse click to place a check mark in boxes when appropriate. The 'marital status' and 'race' fields have drop-down boxes to select categories that correspond to our billing system codes (see page 1).

To print the form, click on the 'PRINT' button at the bottom of the page. The print menu that will come up has a place on the right side, near the center, that allows you to say how many copies you want to print. We recommend that you don't change any of the other settings.

To delete everything you have typed in the form and start over, simply click the green 'CLEAR' button at the bottom of the page.