



Instructions to Complete a Test Request Form

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Patient Name _____ DOB _____

MNG organizes the online test request forms as a packet containing everything you may need in order to submit a sample for your patient. Failure to properly complete any required portion of the test request forms may result in a delay of testing. We will contact the ordering provider or facility for any missing information, so up-to-date contact information is necessary.

In addition to selecting a test, please make sure to complete the following forms when submitting a patient sample to MNG Labs.

Patient and Specimen Information

- Patient information must be filled out completely and include Patient full name, date of birth (month/day/year), gender, specimen collection date (month/day/year), and specimen type. Submitting personnel may also provide a hospital or patient identification number and an ICD-10 code or diagnosis.
- The Referring Physician Information section is required and must have an NPI number (or international equivalent) and signature for the physician. Please include a phone number and email where the physician can be reached in case of any questions. Email is the preferred route for all correspondence. All information included in the referring physician section of the test requisition will be primary source for sending reports and correspondence and will be stored for future use.
- The Billing Information must be filled out completely for testing to proceed, including a facility name, phone number, email and/or fax. We require this information with every requisition as billing information can change based on the clinical department or specific patient needs. If the testing will be self or patient pay, please indicate this in the billing section.
- The facility/physician may also provide up to two additional contacts that they wish to receive reports. The facility/physician must provide a name of the contact as well as either a fax or an email or both for preferred report distribution. All information provided will be stored for future reports.

Consent Forms

- MNG Laboratories is now requiring a signed Informed Consent form to accompany all genetic testing samples – this includes, but is not limited to, test codes beginning with MOL, NGS, WES, and WGS. This form can be found on the company's website, www.mnglabs.com under Consent Forms, and is New York State compliant (NYS requires an informed consent). Failure to include this form will delay the testing of a patient specimen. WES and WGS test codes have a separate Informed Consent specific to Whole Exome and Whole Genome Sequencing.
- New York facilities/physician will also need to provide a New York State Department of Health permit for any tests not currently approved. Failure to provide a permit will delay the testing of the patient. Instructions for obtaining a permit and a list of approved tests can be found on the company's website www.mnglabs.com under Laboratory Forms.

Clinical Information Forms

- Clinical Information and inclusion of patient drug/care history will provide our team of interpreters with better information for a clinical review of data and is encouraged. Pedigree analysis and family history is also helpful. Clinical information is **required** for WES and WGS testing.

STAT Testing

- STAT testing forms are included in the requisition packets in the case that expedited testing is desired. If the physician does not want expedited testing, please do not submit this form. STAT testing is at an additional cost, and billing information and a signature are required. An incomplete STAT form may result in delayed testing. STAT testing must be indicated at the initial submission of a sample, and may not be added on during the testing process.