cid:image001.png@01D46486.CF0FC720

**Laboratory Test Catalog Update Form**

Submit this form for any changes or updates to the laboratory test catalog. Email completed form as an attachment to [LabCatalogChangeReqTeam@HealthPartners.Com](mailto:LabCatalogChangeReqTeam@HealthPartners.Com)

*Complete all yellow highlighted sections in addition to any changes or additions requested.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Location Information | | | | | | | | | | | | | | |
|  |  |  |  |  |  | |  |  | | |  |  | |  | |
| Lab Location: | |  | | | | Request Date: | | | |  | | | | |
|  |  |  |  |  |  | |  |  | | |  |  | |  | |
| Change Request  Submitted by (Name): | |  | | | | | | | | | | | | |
|
| Phone Number: | | | | | | | | | | | | | | |
| Email Address: | | | | | | | | | | | | | | |
| Test Information | | | | | | | | | | | | | | |
| ⃝ Update to current test ⃝ New Test | | | | | | | | | | | | | | |
| Test Name: | | | | | | | EPIC number: | | | | | | | |
| Alternate name (Synonyms): | | | | | | | Sunquest test code: | |  |  | | |  | |
|  | | | | | |
|  |  | | |  | |
| Includes: (If test battery, list all tests) | | | | | | | CPT Code (s) | | | | | | | |
| Reflex testing: | | | | | | | | | | | | | | |
| Performing laboratory | | | | | | | Ordering location: | | | | | | | |
| Preferred sample type: | | | | | | | Preferred sample volume: | | | | | | | |
| Other acceptable samples: | | | | | | | Minimum volume | | | | | | | |
| Special ordering instructions: | | | | | | | | | | | | | | |
| Special collection instructions: | | | | | | | | | | | | | | |
| Special processing instructions: | | | | | | | | | | | | | | |
| Transport container: | | | | | | | Transport temp: | | | | | | | |
| Sample stability (room temp.): | | | | | | | Sample stability (refrigerated): | | | | | | | |
| Sample stability (frozen): | | | | | | | Rejection criteria: | | | | | | | |
| Methodology: | | | | | | | Setup schedule: | | | | | | | |
| Report available: | | | | | | | | | | | | | | |
| Reference range: | | | | | | | Critical value: | | | | | | | |
| Clinical Significance: | | | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | | | |
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