

 Penn Medicine	Hospital of the University of Pennsylvania Department of Pathology and Laboratory Medicine Division of Laboratory Medicine Lab Medicine Administration	Page 3 of 3 Version: 3.0
Modification of the Laboratory Test Services Guide		Effective: 5/29/2019 Modified: 5/29/2019

Completion of this form is designed to ensure changes in test menu, reference laboratory, specimen handling requirements or other related substantive collection/specimen handling information are appropriately documented and that these modifications have been approved by the appropriate Faculty Director(s) or designee (s) and the Laboratory Medical Director(s) prior to implementation.

Changes to common tests such as CBC, CMP, etc. performed by shared entities (HUP/PAH/PPMC) must be vetted with consensus agreed upon BEFORE submitting.

It is the responsibility of the technical manager initiating this request to vet all changes with appropriate entities prior to JotForm submission.

Date of Request: _____ Effective date of change: _____

Entity and lab section initiating the change(s) _____

Is this request a New Test or Modification to an existing test? _____

Assay Name: _____

If Modification, please provide brief description: _____

Entities affected: HUP _____ PAH _____ PPMC _____

Print name of lab manager submitting change: _____

Lab Manager Signature: _____

Signature of Faculty Director or Designee: _____

If Designee, please print name: _____

After completion of above information, please submit a JotForm found on the Laboratory Test Service Guide home page and a Laboratory Services Guide Administrator will reply via e-mail. The LTSGA will request a copy of the **typed Add/Modify LTSG Form and File.**

Please save the Assay Template in the following Excel Title Format:

Assay Name* - *Creation (or) Modification* - *Date of Submission

Example: BMP - Modification - 01022020