

Instructions for completing NeoGenomics test requisition forms

Please include all required fields marked in bold below.

1 Client Information

Account Number/Account Name: If you do not know or do not have an account number, please call NeoGenomics Client Services to retrieve it.

Test Authorization and Physician Signature are required: Important information to support the testing is medically necessary for the patient's condition, which supports claim payment for both clients and NeoGenomics.

2 Patient Information

Patient Legal Name: (Last, First, MI), Biological Sex, Date of Birth, and Medical Record #.

3 Billing Information

Required: Select **Patient Status**. This is the patient's status at the time of specimen collection. After completing patient status, select at least one **Bill to** option and attach **Prior Authorization** to avoid unnecessary billing charges.

See below for definitions of each Bill to option.

Client Bill: All charges billed to client (listed in #1 above).

Insurance/Medicare/Medicaid: All charges billed to insurance except when payor follows CMS guidelines and patient status indicated as inpatient or outpatient.

Patient/Self-Pay: All charges billed to patient.

Split Billing — Client (TC) and Insurance (PC): All Technical Component (TC) charges billed to client (listed in #1 above), all Professional Component (PC) charges to insurance.

OP Molecular to MCR, all other testing to client: Molecular testing billed to Medicare, all other testing to client (listed in #1 above).

Bill charges to other Hospital/Facility: If billing to a client not listed in #1 above, please indicate name and address here.

4 Specimen Information

Provide information only for the specimen type that is being submitted.

All orders submitted Required: Specimen ID, Date (collection, retrieved, and discharge), body site, specimen type, block direction, and prep method.

5 Clinical Information/Patient History

Providing diagnosis information that supports medical necessity assists with turnaround time by preventing follow-up from our Client Services, Billing, and Pathology groups.

To prevent a delay in patient care and to avoid billing issues, include:

Required: Diagnosis Code/ICD Code, Reason for Referral, and Stage OR Disease status.

Attachments: The most recent progress note, history and physical examination (H&P), and any other records supporting medical necessity for the testing may be required by the patient's insurance plan. In addition, supplementary test results may assist our pathologists in their assessment of the case. Scan and include these documents with submission. Utilizing online ordering will make this process easier.

6 Test Selection

Select one or more tests to be run. Indicate level of service desired; Global (G), where NeoGenomics performs both the testing and interpretation, or Technical only (T).

Write in any additional NeoGenomics tests you do not see listed as "Other".

If you prefer to order electronically, we offer a streamlined ordering platform that provides the resources you need to order the right test. We integrate directly with your laboratory and several EHR systems for easy ordering.

If you have questions on how to order a NeoGenomics test, please contact our Client Services team at client.services@neogenomics.com or call 866.776.5907, option 3.

NeoGenomics, Inc. is a premier cancer diagnostics company, specializing in cancer genetics testing and information services. We offer one of the most comprehensive oncology-focused testing menus across the cancer continuum, serving oncologists, pathologists, hospital systems, academic centers, and pharmaceutical firms with innovative diagnostic and predictive testing to help them diagnose and treat cancer. Headquartered in Fort Myers, FL, NeoGenomics operates a network of CAP accredited and CLIA certified laboratories for full-service sample processing and analysis services throughout the US; and a CAP accredited full-service, sample-processing laboratory in Cambridge, United Kingdom.



9490 NeoGenomics Way
Fort Myers, FL 33912
Phn: 866.776.5907
Fax: 239.690.4237

neogenomics.com
©2024 NeoGenomics Laboratories, Inc. All rights reserved.
All trademarks are the property of their respective owners.
CORP-MRKT-0219 01-25