

## **New Requisition Instructions**

*Instructions for completion of the new Avera McKennan Regional Laboratory requisition are listed below. Please follow these instructions.*

### **Bill Insurances**

- Place an X next to the Bill Insurance
- Patient's complete name
- Parent or guardian if the patient is under 18 years of age
- Street address
- City, state, zip code
- Date of Birth
- Sex
- Social Security number
- Collection date
- Collection time
- Collected by
- Client ID (if required)
- Diagnosis
- Physician (first & last names)
- Special instructions (please be precise)
- Specimen type
- Specimen information
- Complete insurance information for both primary and secondary if applicable
- Place an X next to each test ordered
- Link specific diagnosis to each test ordered

### **Bill Medicare Primary, Medicare Secondary, Medicaid**

- Place an X next to the appropriate billing box
- Patient's complete name
- Parent or guardian if the patient is under 18 years of age
- Street address
- City, state, zip code
- Date of Birth
- Sex
- Social Security number
- Collection date
- Collection time
- Collected by
- Client ID (if required)
- Diagnosis

**(continued)**

- Physician (first & last names)
- Special instructions (please be precise)
- Specimen type
- Specimen information
- Medicare or Medicaid number / numbers
- Place an X next to each test ordered
- Link specific diagnosis to each test ordered

**Bill Account**

- Place an X next to Bill Account
- Patient's complete name
- Parent or guardian if the patient is under 18 years of age
- Street address
- City, state, zip code
- Date of Birth
- Sex
- Social Security number
- Collection date
- Collection time
- Collected by
- Client ID (*if required*)
- Diagnosis
- Physician (*first & last names*)
- Special instructions (*please be precise*)
- Specimen type
- Specimen information
- Place an X next to each test ordered

**Specimen Labels**

- There are six specimen labels affixed to each requisition.
- These labels are used to link the requisition to the specimen.

Place a numbered label on each specimen submitted.