

Biochemistry and Genetics
G-THSTEPS Specimen Submission Form Instructions

For mailing and specimen packaging information, visit DSHS Laboratory Services Section webpage: www.dshs.texas.gov

Avoid common errors:

- ✓ The specimen submission form **must** accompany **each** specimen.
- ✓ The patient's name listed on the specimen **must** match the patient's name listed on the specimen submission form.
- ✓ Specimen must have two (2) patient-specific identifiers that match this form.
- ✓ If the Date of Collection field is not completed or is inaccurate, the specimen will be rejected.
- ✓ A selection box is considered marked when filled in, checked, or crossed with an 'X'. Do not circle selection boxes.

Place DSHS Bar Code Label Here: Leave this space blank. It is for DSHS Lab Staff Use ONLY.

Section 1. SUBMITTER INFORMATION

All submitter information that is required is marked with double asterisks (**).

Submitter/TPI Number, Submitter Name and Address: The submitter number is a unique number that the Texas Department of State Health Services (DSHS) Laboratory Services Section assigns to each of our submitters. For Texas Health Steps (THSteps) specimens, use the pre-assigned Texas Provider Identifier (TPI) number. To obtain a TPI number and THSteps enrollment, contact Texas Medicaid and Healthcare Partnership (TMHP) at 1-800-925-9126.

To request a DSHS Laboratory Services Section submitter number, a master form, or to update submitter information, please call (888) 963-7111 x7578 or (512) 776-7578, or fax (512) 776-7533, or visit http://www.dshs.texas.gov/lab/mrs_forms.shtm#email.

NPI Number: Indicate the facility's 10-digit National Provider Identifier (NPI) number. All health care providers must use the National Provider Identifier (NPI) number. To obtain an NPI number, contact the National Plan and Provider Enumeration System (NPPES) toll free at (800) 465-3203 or via their web site at: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>.

Indicate the submitter's name, address, city, state, and zip code. Please print clearly, use a pre-printed label, or use a legible photocopy of a master form provided by the Laboratory Services Section. **Do not use any specimen submission forms with "SAMPLE" watermarked on it.** For updates or changes to submitter information, please contact Lab Reporting at (512) 776-7578.

Contact Information: Indicate the name, telephone number, and fax number of the person to contact at the submitting facility in case the laboratory needs additional information about the specimen.

Clinic Code: Provide, if applicable. This is a code that the submitter furnishes to help them identify which satellite office submits a specimen and to help the submitter identify where the lab report belongs, if the submitter has a primary mailing address with satellite offices.

Section 2. PATIENT INFORMATION

Complete all patient information including last name, first name, middle initial, address, city, state, zip code, telephone number, country of origin, race, ethnicity, date of birth (DOB), social security number (SSN), sex, pregnant, date of collection, time of collection, medical record number, ICD diagnosis code, and previous DSHS Laboratory sample ID number.

NOTE: The patient's name listed on the specimen **must** match the patient's name listed on the specimen submission form.

All primary specimen containers must be labeled with at least two patient-specific identifiers and they **MUST** match the identification on the submission form. Below is a list of acceptable identifiers. Specimens that do not meet these criteria **will be considered unsatisfactory** for testing.

Acceptable Identifiers:

- Patient Name (last name, first name)
- Date of Birth
- Medical Record number
- Unique Number
- Medicaid Number
- Newborn Screening Number
- CDC Number

Information that is required to bill Medicaid has been marked with double asterisks (**). These fields must be completed. You may use a pre-printed patient label.

Patient Name: The patient's name on the specimen submission form and specimen must match the name on the Medicaid card.

Date of birth (DOB): List the date of birth. If date of birth is not provided or is inaccurate, specimen may be rejected.

Pregnant: Indicate if female patient is pregnant by marking either Yes, No, or Unknown.

Date of Collection/Time of Collection: Indicate the date and time the specimen was collected from the patient. Do not give the date the specimen was sent to DSHS. **IMPORTANT: If the Date of Collection field is not completed or is inaccurate, the specimen will be rejected.**

Collected By: Clearly indicate the individual who collected the specimen.

Medical Record Number: Provide the identification number for matching purposes.

Alien# / CUI / CDC ID: Provide the Alien number. CUI is the Clinic Unique Identifier number. CDC ID, if applicable

Previous DSHS Specimen Lab Number: If this patient has had a previous specimen submitted to the DSHS Laboratory, please provide the DSHS Laboratory Sample ID number.

ICD Diagnosis Code(s): Indicate the diagnosis code that would help in processing, identifying, and billing of this specimen.

Section 3. SPECIMEN TYPE

Specimen Type: Indicate the type of specimen that is being submitted.

Section 4. PHYSICIAN INFORMATION

Ordering Physician's NPI Number and Name: Give the physician's NPI number and physician's name. **This information is required to bill THSteps.**

Section 5. PAYOR SOURCE

THE SUBMITTER WILL BE BILLED, if the required billing information is not provided or is inaccurate.

- Complete all fields on the form that have an asterisk (**).
- Write in the Medicaid number.
- If the patient name on the specimen submission form does not match the name on the Medicaid card, the submitter will be billed.
- Patient's DOB and address must be provided.
- **NOTE:** The DSHS Laboratories are not an in-network CHIP or CHIP Perinate provider. If CHIP or CHIP Perinate is indicated, the submitter will be billed

For Test Request in Sections 6, 7, and 8:

- Mark the specific test(s) to be performed by the DSHS Laboratory Services Section.
- To cancel a test that is marked in error on the specimen submission form, mark one line through the test name, write "error", and initial.

Section 6. HEMOGLOBIN and LEAD (HL)

Test Request: Mark the specific test(s) to be performed by the DSHS Laboratory Services Section. To cancel a test that is marked in error on the specimen submission form, mark one line through the test name, write "error", and initial. A selection box is considered marked when filled in, checked, or crossed with an 'X'. Do not circle selection boxes.

Section 7. STD

Test Request: Mark the specific test(s) to be performed by the DSHS Laboratory Services Section. To cancel a test that is marked in error on the specimen submission form, mark one line through the test name, write "error", and initial.

Gonorrhea/Chlamydia (GC/CT) Amplified RNA probe: Testing for gonorrhea and chlamydia (GC/CT).

HIV & Syphilis RPR: Serum specimens must be frozen or refrigerated, according to the test requested. DO NOT FREEZE serum separator tubes. Provide the date and time and mark the appropriate appliance, REFRIGERATOR or FREEZER, from which the specimen(s) were removed.

Syphilis RPR: Reflex testing (RPR titer, RPR confirmatory) will be performed on positive RPR screens.

REFLEX & REFERENCE TESTING:

Additional testing procedures (i.e., reflex testing) will be performed when necessary and clinically indicated by the initial lab test results. Reflex testing will be billed to the appropriate payor in addition to the original test requested.

This is particularly applicable to microbiology testing and other laboratory testing requiring confirmation or further diagnostic work.

Section 8. CHEMISTRIES

Test Request: Mark the specific test(s) to be performed by the Laboratory Services Section. To cancel a test that is marked in error on the specimen submission form, mark one line through the test name, write "error", and initial. A selection box is considered marked when filled in, checked, or crossed with an 'X'. Do not circle selection boxes.

Lipid Panel, Cholesterol, HDL, and Glucose: Serum specimens must be frozen or refrigerated, DO NOT FREEZE serum separator tubes. Provide the date and time and mark the appropriate appliance, FREEZER or REFRIGERATOR, from which the specimen(s) were removed.

For specific test instructions and information about tube types, see the DSHS Laboratory Services Section's Laboratory Testing Services Manual on our web site at <http://www.dshs.texas.gov/lab/>.