

Add/Modify Laboratory Test Services Guide (LTSG) Form

Completion of this form is designed to ensure changes to the test menu, reference laboratory, specimen handling requirements, or other related substantive collection/specimen handling information. It also ensures modifications have been approved by the appropriate Faculty Director(s), designee(s), Administrative Director(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/CEDAR) must be vetted, and consensus must be achieved BEFORE submission.

The technical manager initiating this request is responsible for vetting all changes with appropriate entities before JotForm submission.

***Please type
Complete all applicable fields for NEW assays or only updated fields for Modifications.***

Date of Request: _____ Effective date of change: _____

Entity and lab section initiating the change(s) _____

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

Assay Name: _____

If Modification, please provide a brief description: _____

Entities affected: HUP _____ PAH _____ PPMC _____ Cedar _____

Name of lab manager submitting change: _____

Lab Manager Signature: _____

Signature of Faculty Director or Designee: _____

Signature of Faculty Director or Designee: _____

Signature of Faculty Director or Designee: _____

Signature of Faculty Director or Designee: _____

If Designee, please print name: _____

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

Save the Laboratory Test Services Guide Form and File in the following Excel Format:

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

Example: BMP – Modification – 01022020