



1901 Las Vegas Blvd. So.
Suite 101
Las Vegas, Nevada 89104-1309
(702) 892-7313
www.culinaryhealthfund.org

August 8, 2014

Dear Valued Culinary Provider:

RE: CPL-Proper Requisition Completion

In a continuing effort to ensure the quality and identification of all specimens received by CPL for testing, the Culinary Health Fund would like to remind you of the steps needed to correctly request laboratory testing (as per CPL guidelines). All patient samples sent to CPL for analysis must be accompanied by a properly completed request form (Sample form attached).

Required information on the form must include:

- Patient name or Patient ID (please use patients Culinary ID#)
- Gender
- Date of birth
- Date and time of specimen collection
- Requested tests
- Source of the specimen, when appropriate
- Clinical information when appropriate (i.e. fasting status, prenatal history)
- For Pap tests: patient LMP and prior history of an abnormal Pap (if any), treatment or biopsy
- Name and address of physician ordering the test
- Billing information (i.e. Culinary)
- Any additional information relevant and necessary for a specific test to ensure accurate and timely testing and reporting of results

**Incomplete documentation of the above may result in sample testing delay*

If an electronic system is utilized to submit the patient test order, the date and time of collection must reflect the **actual time of collection**- not the time of order.

If you have any questions, please contact Kimberly Esau, Manager of Healthcare Services at (702) 892-7309.

Sincerely,

The Culinary Health Fund Administrative Services, LLC

