

REQUEST SLIP HINTS AND SHORTCUTS

- Please use **ball-point pens** rather than felt-tip markers to fill in request slips and specimen container labels, because ink from markers can run and become illegible if any leakage occurs. We are happy to provide pens containing waterproof ink.
- Your **fax number** is necessary only for rush cases where a faxed report is requested.
- A **referring physician's signature** is not required if the referring physician's name is printed or stamped in the appropriate location. The referring physician is the physician who is taking the biopsy or performing the excision and sending the specimen to the laboratory, not the primary care physician who may have referred the patient for diagnosis or excision.
- Please send us a **photocopy of the patient's insurance cards** or claim forms along with the request slip. You can, of course, skip the insurance section of the request slip if the insurance information is attached.
- If you would like the pathologist to comment on the integrity of the surgical **margins**, please mark the "excision with margins" circle in the specimen portion of the request slip.
- Our request slips are printed on **2-part NCR paper**. Tear off the bottom (pink) sheet and retain it for your records. Many physicians find that these make a useful addition to the patient's medical record.
- **H&E and IF** (immunofluorescence) studies for the same patient should be ordered on the same request slip. Simply fill in or check both circles at the top of the slip, and assign a separate specimen number to the IF specimen.