

Instructions for genetic and molecular test registration

Claims for genetic and molecular test services must match a corresponding laboratory test notification that you provide in advance to us, or we will deny the claim. To ensure compliance with these requirements, freestanding and outpatient hospital lab providers should register their laboratory tests.

For more information, visit our [Genetic and molecular testing prior authorization/advance notification](#) page.

Contents

- [Requesting access to the test registry](#) 2
- [Accessing the test registry](#) 3
- [Add single test](#) 4
- [Uploading bulk tests](#) 5
- [File parsing](#) 6
- [Review/update tests](#) 7
- [Search for a test](#) 8
- [Completing the template for bulk test upload](#) 9



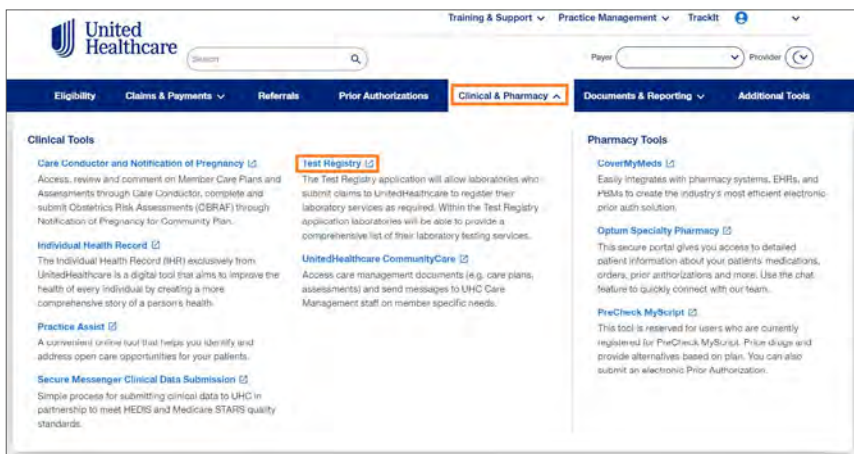
Requesting access to the test registry

You can access the test registry by following these steps:

- Go to **UHCprovider.com** and click **Sign In** at the top-right corner
- Enter your One Healthcare ID
 - New users who don't have a One Healthcare ID: Visit **UHCprovider.com/access** to get started

1 Select **Clinical & Pharmacy**

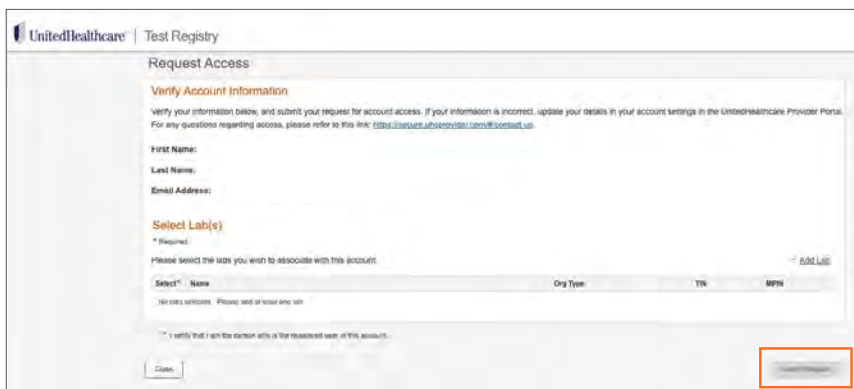
2 Select **Test Registry**



3 Select the appropriate organization and verify your identity

4 **Submit Request**

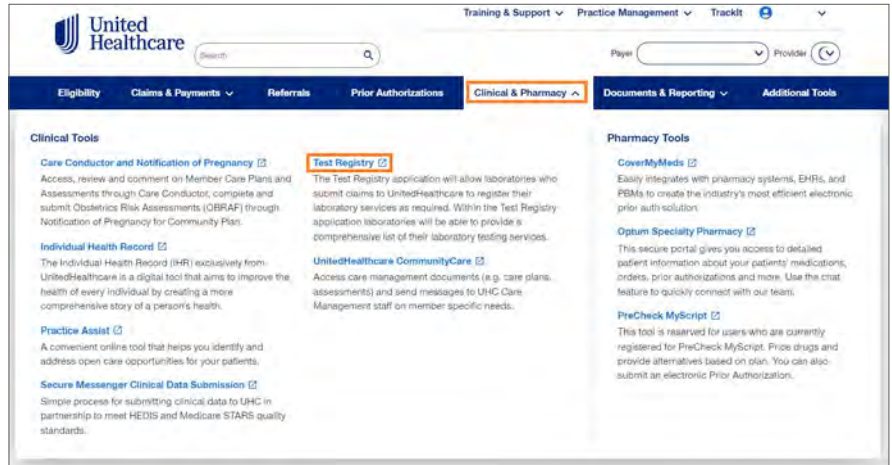
We will review your request and send you a follow-up email.



Accessing the test registry

Once you've been granted access, follow these steps:

- 1 From the Provider Portal, select **Clinical & Pharmacy**
- 2 Select **Test Registry**



- 3 Enter Your Lab Information, check the verification box, then **Submit**

It will then take you to the **Home** page.



Add single test

- 1 Select **Add Single Test** from the **Create Test** menu



- 2 Complete the **Test Details**.
The data points are identical to those in the Bulk Tests Template.

Note: Certain selections will prompt you for additional information. Ensure that all required fields are complete.

- 3 Complete the **Lab Point of Contact**

- 4 Select **Review Test**

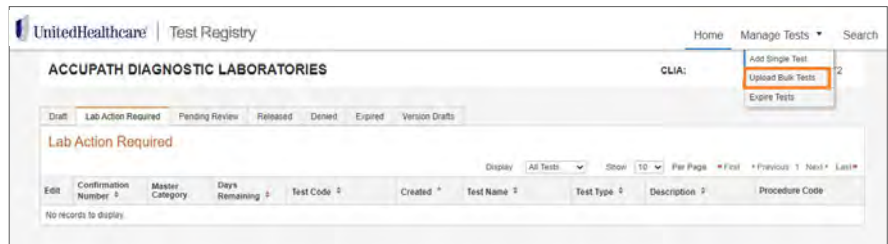
Note: You may choose to **Save Draft** and complete it later

- 5 **Confirm** the information and check box

- 6 **Submit Test**

Uploading bulk tests

- 1 Select **Upload Bulk Tests** from the **Create Test** menu



- 2 Select **Download XLSX Template**

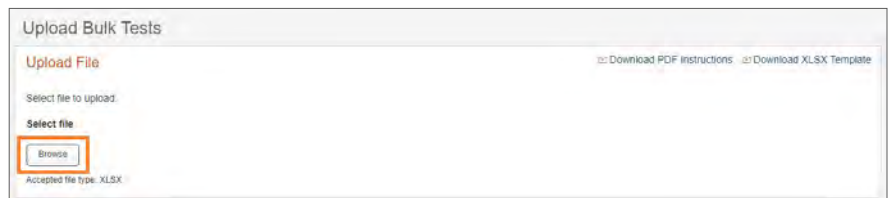


- 3 Complete the information and save to your own system

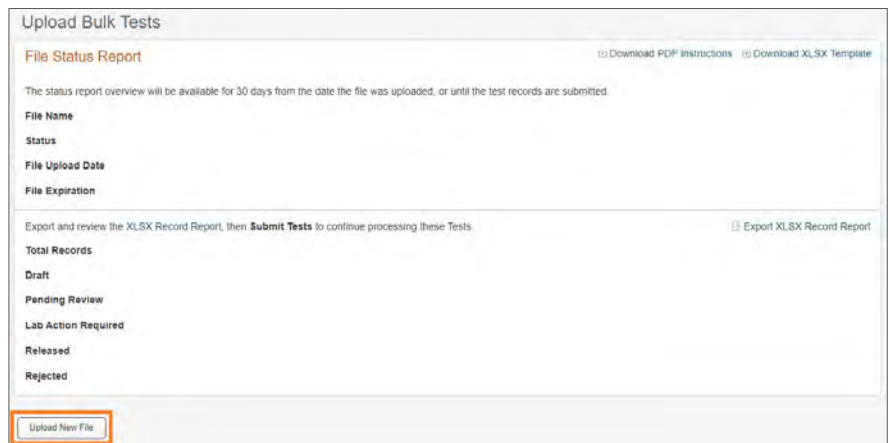
Note: No changes may be made to the template format.

For instructions on how to complete the template, see the “Completing the template for bulk test upload” section page 9.

- 4 When ready, from this same page, **Browse** for the file, select it from your computer, then **Open**

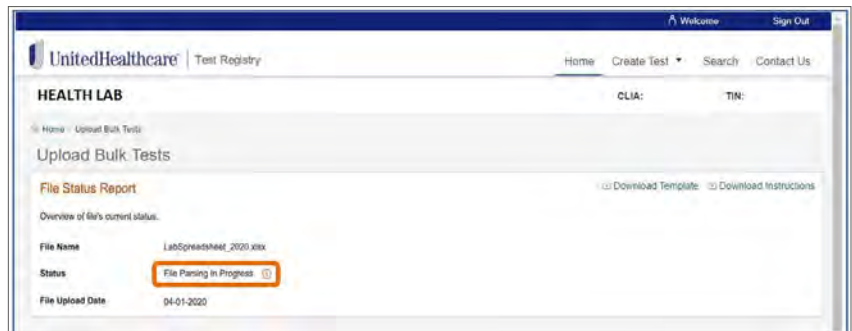


- 5 Select **Upload New File**



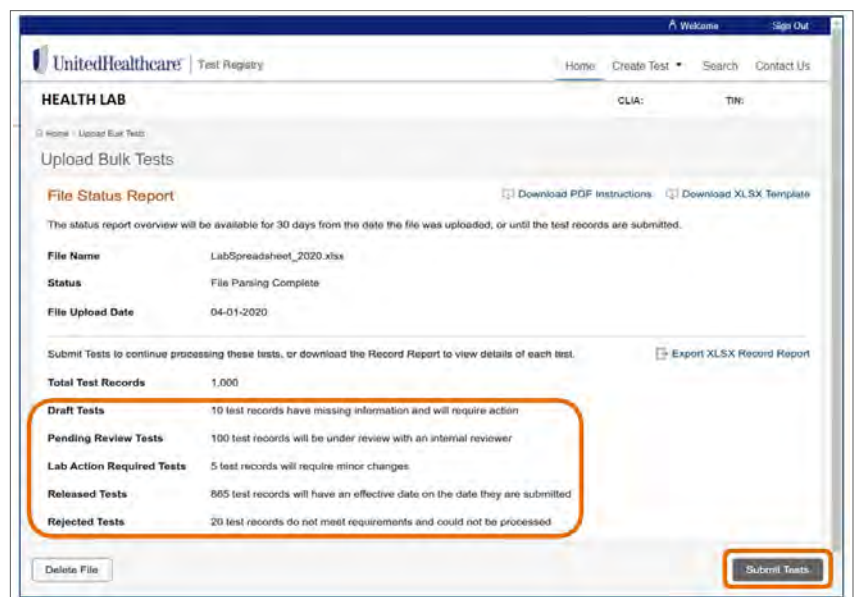
File parsing

The initial report will show **File Parsing in Progress**.



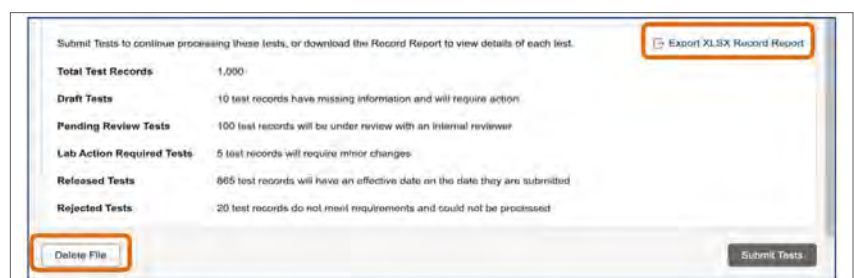
When **Parsing is Complete**, the report will show the status of each test.

If you're satisfied with the results, select **Submit Tests**.



If you aren't satisfied with the results:

1. Select **Export XLSX Record Report**
2. Correct it
3. Re-upload the report (see above process)
4. **Delete** this existing report (to avoid duplicate tests)



Review/update tests

You can review tests from the Test Registry **Home** page.

- 1 Select a tab for reports under a particular status
- 2 **Review** or **Update**, as allowed

- **Draft** and **Lab Action Required** update in all fields of the form. This is indicated by the **Edit** icon.



Request ID	Master Category	Days Remaining	Test Code	Created	Creator	Test Name	Test Type	Description	Procedure Code
107264	Clinical	18	test23	04-06-2020	Smith, M	test234		test23456789	
107324	Clinical	19	test438	04-09-2020	Smith, M	test43		test438901	
107426	Clinical	20	test	04-10-2020	Smith, M	test234		test438901	
107426	Clinical	20	test	04-10-2020	Smith, M	test333		test438901	
107432	Clinical	20	test	04-10-2020	Smith, M	test566		test438901	

Test Details

* Required

Test Code *

Test Availability Date *

Test Available Through Date *

Test Name *

Master Category *

Category *

Subcategory

is it a Reflex Test? * Yes No

Test Type

Test Description *

- **Released** tests allow only the **Test Available Through Date** to be changed

Test Details

Test Code

Test Availability Date

Test Available Through Date *

Test Name

Master Category

Note: Submitting this test again may change it's status from Released to Pending Review. The test could then be temporarily unavailable to order while under review.

- **Pending Review, Denied** and **Expired** tests may not be edited, indicated by the **View** icon

Test Details

Test Code

Test Availability Date

Test Available Through Date

Test Name

Master Category

Category

Subcategory

Reflex Test

Test Type

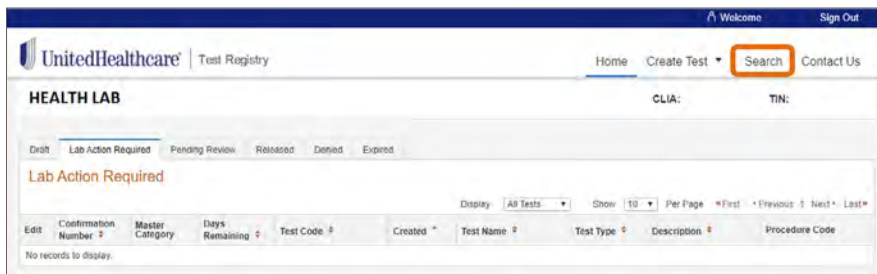
Test Description

Procedure Codes

Code	Description	Units	UM	Modifiers
0001M	INFECTIOUS DIS-HIV 9 ASSAY8 SERUM LIVER			

Search for a test

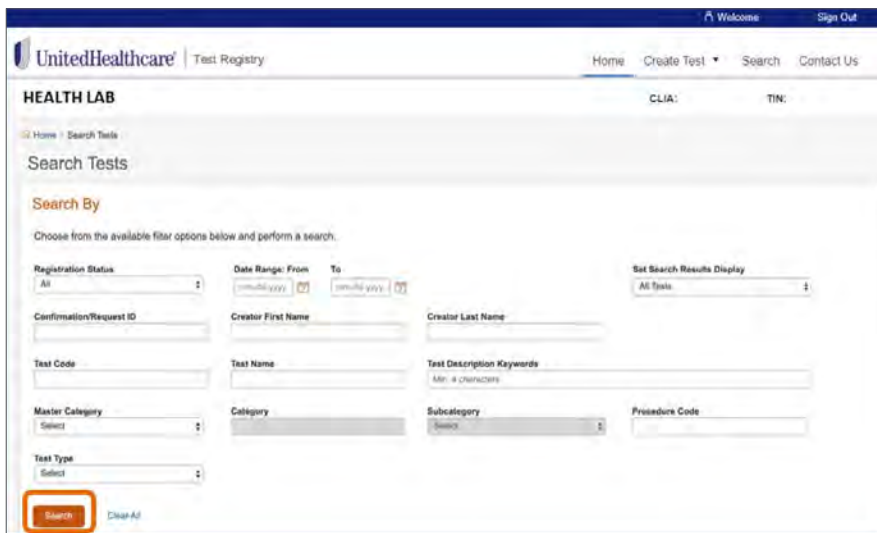
1 Select **Search**



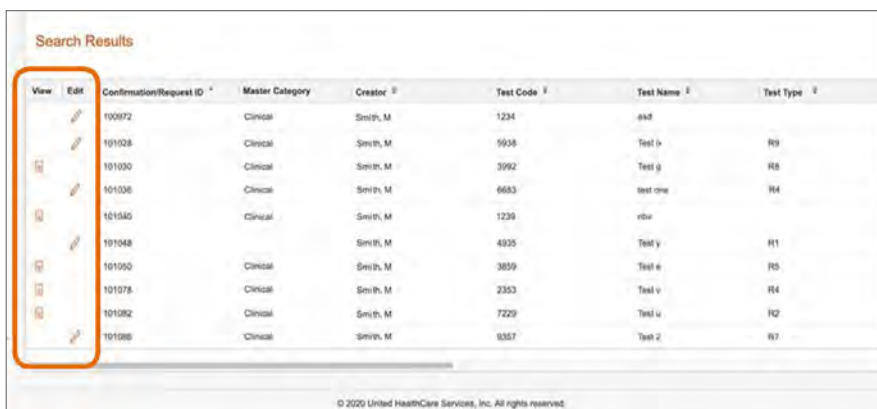
2 Enter any desired search parameters

Note: The more parameters you enter will narrow the results

3 Select **Search**



4 Select the desired test to **Edit** or **View**, as allowed



Completing the template for bulk test upload

After downloading the template, consult the **Instructions** sheet.

- 1 Follow the guidelines for entering the **Test/Code Name Identifier, TIN** and **Description**
- 2 Select the **Master Category** “**Genetics**” and the applicable **Category**

Test (Order) Name	Test (Order) Code / Identifier	Tax ID Number (TIN)	Test Description	Master Category	Category - 1	Sub-category - 1	Category - 2	Sub-category - 2
Clinical Test Sample	Clintest123ABCDEF GHU	123456789	Test description goes here.	Clinical	Diagnostic Immunology	General Immunology	Add'l Category, if needed. Cannot be a duplicate for this Test Code.	
Pathology Test Sample	Pathtest123ABCDEF GHU	123456789	Test description goes here.	Pathology	Cytology	N/A	Add'l Category, if needed. Cannot be a duplicate for this Test Code.	
Genetics Test Sample	Genetest123ABCDEF GHU	123456789	Test description goes here.	Genetics	Hereditary Cancer	N/A	Add'l Category, if needed. Cannot be a duplicate for this Test Code.	

Consult the **Appendix** sheet for selection choices.

Master Category	Category	Subcategories
Clinical	Cardiac Risk Panel	Other
Clinical	Chemistry	Endocrinology
Clinical	Chemistry	Routine Chemistry
Clinical	Chemistry	Toxicology
Clinical	Chemistry	Urine/uric
Clinical	Chemistry	Other
Clinical	Diagnostic Immunology	General Immunology
Clinical	Diagnostic Immunology	Syphilis Serology
Clinical	Diagnostic Immunology	Other
Clinical	Immunohematology	Other
Clinical	Immunohematology	ABO Group & RH type
Clinical	Immunohematology	Antibody Detection
Clinical	Immunohematology	Antibody Identification
Clinical	Immunohematology	Compatibility Testing
Clinical	Immunohematology	Other
Clinical	Lab- Developed Test Panel (Custom Panel)	Other
Clinical	Metabolic Risk Panel	Other
Clinical	Microbiology	Bacteriology
Clinical	Microbiology	Mycobacteriology
Clinical	Microbiology	Mycology
Clinical	Microbiology	Parasitology
Clinical	Microbiology	Virology
Clinical	Microbiology	Other
Genetics	Cytogenetics	
Genetics	Clinical Genomics	
Genetics	Cytogenetics	
Genetics	Dermatology	
Genetics	Neurology Disorders	
Genetics	Neurology	
Genetics	Hereditary Cancer	
Genetics	Immunology	
Genetics	Metabolic Disorders and Newborn Screening	
Genetics	Neurology	
Genetics	Neurology	
Genetics	Ophthalmology	
Genetics	Pediatric Genetics	
Genetics	Pharmacogenomics	
Genetics	Pharmacogenomics	
Genetics	Preventive Health	
Genetics	Tumor Board Testing for Cancer	

Completing the template for bulk test upload (cont.)

- 3 Follow the guidelines for completing the **Test Type**, **Number of Genes** and **Description**

Sub-category - 10 For Clinical tests only, choose from Appendix	Test Type For Genetic tests only, must enter "Single gene", "Panel", or "Other". No quotes or commas.	Number of Genes For Genetic tests only, if "Panel" test type is selected, enter the number of genes on the panel. 3 numeric.	Description for 'other' test type For Genetic test only, if test type 'other' is chosen, must enter description. Not the same as 'Test Description'. 250 Alphanumeric.	Procedure Code - 1 Billing CPT/HCPCS code associated with the test. 5 Alphanumeric. One code per cell -- no commas.	Procedure Code - 1 - Modifiers For Clinical and Pathology Tests only, up to 10 modifiers may be used (all optional) with each CPT/HCPCS code. If no modifiers are used, leave blank. Multiple modifiers must be separated with commas (ex. 01,02,03,04,05,06,07,08,09,10). Each modifier is 2 Alphanumeric characters. See Appendix for acceptable modifiers.	Procedure Code - 2 Billing CPT/HCPCS code associated with the test. 5 Alphanumeric. One code per cell -- no commas.	Procedure Code - 2 - Modifiers For Clinical and Pathology Tests only, up to 10 modifiers may be used (all optional) with each CPT/HCPCS code. If no modifiers are used, leave blank. Multiple modifiers must be separated with commas (ex. 01,02,03,04,05,06,07,08,09,10). Each modifier is 2 Alphanumeric characters. See Appendix for acceptable modifiers.	Procedure Code - 3 Billing units for each CPT/HCPCS code. 3 Numeric	Procedure Code - 3 - Unit of Measure For Clinical and Pathology Tests only. UoM code MUST be entered for each CPT/HCPCS code. Choose a UoM code (not description) from Appendix.	Procedure Code - 4 Billing CPT/HCPCS code associated with the test. 5 Alphanumeric. One code per cell -- no commas.	Procedure Code - 4 - Modifiers For Clinical and Pathology Tests only, up to 10 modifiers may be used (all optional) with each CPT/HCPCS code. If no modifiers are used, leave blank. Multiple modifiers must be separated with commas (ex. 01,02,03,04,05,06,07,08,09,10). Each modifier is 2 Alphanumeric characters. See Appendix for acceptable modifiers.	Procedure Code - 5 Billing units for each CPT/HCPCS code. 3 Numeric
	N/A	N/A	N/A	80999	26,90,SW							
Add'l Sub-Category, if needed. Cannot be duplicate for this Test Code.	N/A	N/A	N/A	80999	NONE							
	Panel	5	Required if Test Type is 'Other'	80999	N/A							

- 4 Enter the **Procedure Code(s)** (1 per test, except for infectious pathogen tests, which may have up to 15 codes)

Procedure Code - 1 Billing CPT/HCPCS code associated with the test. 5 Alphanumeric. One code per cell -- no commas.	Procedure Code - 1 - Modifiers For Clinical and Pathology Tests only, up to 10 modifiers may be used (all optional) with each CPT/HCPCS code. If no modifiers are used, leave blank. Multiple modifiers must be separated with commas (ex. 01,02,03,04,05,06,07,08,09,10). Each modifier is 2 Alphanumeric characters. See Appendix for acceptable modifiers.	Procedure Code - 1 - Unit Billing units for each CPT/HCPCS code. 3 Numeric	Procedure Code - 1 - Unit of Measure For Clinical and Pathology Tests only. UoM code MUST be entered for each CPT/HCPCS code. Choose a UoM code (not description) from Appendix.	Procedure Code - 2 Billing CPT/HCPCS code associated with the test. 5 Alphanumeric. One code per cell -- no commas.	Procedure Code - 2 - Modifiers For Clinical and Pathology Tests only, up to 10 modifiers may be used (all optional) with each CPT/HCPCS code. If no modifiers are used, leave blank. Multiple modifiers must be separated with commas (ex. 01,02,03,04,05,06,07,08,09,10). Each modifier is 2 Alphanumeric characters. See Appendix for acceptable modifiers.	Procedure Code - 3 Billing units for each CPT/HCPCS code. 3 Numeric
80999	26,90,SW	1	AU/U	Add'l Procedure Code, if needed. Cannot be a duplicate for this Test Code.	Modifier, if needed.	Units, if r
80999	NONE	1	g/dl	Add'l Procedure Code, if needed. Cannot be a duplicate for this Test Code.	Modifier, if needed.	Units, if r
80999	N/A	1	N/A	Add'l Procedure Code, if needed. Cannot be a duplicate for this Test Code.	N/A	1

Completing the template for bulk test upload (cont.)

- 5 Follow the guidelines to complete the **Test Availability Date, Test Available Through Date and GTR ID**

Procedure Code - 15 - Unit of Measure <small>For Clinical and Pathology tests only, UoM code MUST be entered for each CPT/HCPCS code. Choose a UoM code (not description) from Appendix.</small>	Test Availability Date <small>First date the test is available for physicians to order. "Effective Date". Date entered cannot be earlier than 185 days before current date. MM-DD-YYYY.</small>	Test Available Through Date <small>Last date the test is available for physicians to order. "Effective Through Date". Date entered cannot be earlier than current date; default 12-31-9999. MM-DD-YYYY.</small>	GTR ID <small>For Genetic tests only, GTR identifier. 20 Alphanumeric.</small>	Reflex Test? <small>For Clinical and pathology tests only, user must designate if reflex test is considered. Select 'Yes' or 'No'.</small>	Lab Point of Contact - First Name <small>First name of lab contact person. 50 Alphanumeric.</small>	Lab Point of Contact - Last Name <small>Last name of lab contact person. 50 Alphanumeric.</small>
Unit of Measure, if needed.	6-12-2020	12-31-9999	N/A	Yes	Joe	
Unit of Measure, if needed.	7-14-2020	12-31-9999	N/A	No	Joe	
N/A	6-12-2020	12-31-9999	12D3456789	N/A	Joe	

- 6 Complete the **Contact Information**, including (not shown) if the phone number is **International** and your **Preferred Method of Contact**

Lab Point of Contact - First Name <small>First name of lab contact person. 50 Alphanumeric.</small>	Lab Point of Contact - Last Name <small>Last name of lab contact person. 50 Alphanumeric.</small>	Lab Point of Contact - Email <small>Email of lab contact person. Domain must match that of the registered user. 60 Alphanumeric.</small>	Lab Point of Contact - Phone <small>Phone of lab contact person. 10 Numeric for USA (123-456-7890) & 13 numeric for International (123-456-789-0999).</small>	Lab Point of Contact - Phone Ext. <small>Extension for phone of lab contact person. 10 Numeric.</small>	Lab Point of Contact - International and person. Select 'Y' if International).
Joe	Smith	joel@lab.com	123-456-7890	12345	
Joe	Smith	joel@lab.com	123-456-7890	12345	
Joe	Smith	joel@lab.com	123-456-7890	12345	

- 7 When complete, save the template to your system and upload it into **Test Registry**

Test (Order) Name	Test (Order) Code / Identifier	Tax ID Number (TIN)	Test Description	Master Category	Category - 1	Sub-category - 1	Category - 2	Sub-category - 2
Clinical Test 01	Test123ABC	123456789	Test is clinical	Clinical	Chemistry	Urinalysis	General	Immunology
Clinical Test 02	Clintest456XYZ	123456789	Test description	Clinical	Diagnostic Immunology	General	Immunology	
Pathology Test 01	Pathtest123AJ	123456789	Test description	Pathology	Cytology			
Clinical Test 03	Test123ABC	123456789	Test is clinical	Clinical	Chemistry	Urinalysis	General	Immunology
Clinical Test 04	Clintest456XYZ	123456789	Test description	Clinical	Diagnostic Immunology	General	Immunology	
Pathology Test 02	Pathtest123AJ	123456789	Test description	Pathology	Cytology			
Clinical Test 05	Test123ABC	123456789	Test is clinical	Clinical	Chemistry	Urinalysis	General	Immunology
Clinical Test 06	Clintest456XYZ	123456789	Test description	Clinical	Diagnostic Immunology	General	Immunology	
Pathology Test 03	Pathtest123AJ	123456789	Test description	Pathology	Cytology			
Clinical Test 07	Test123ABC	123456789	Test is clinical	Clinical	Chemistry	Urinalysis	General	Immunology
Clinical Test 08	Clintest456XYZ	123456789	Test description	Clinical	Diagnostic Immunology	General	Immunology	
Pathology Test 04	Pathtest123AJ	123456789	Test description	Pathology	Cytology			