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.

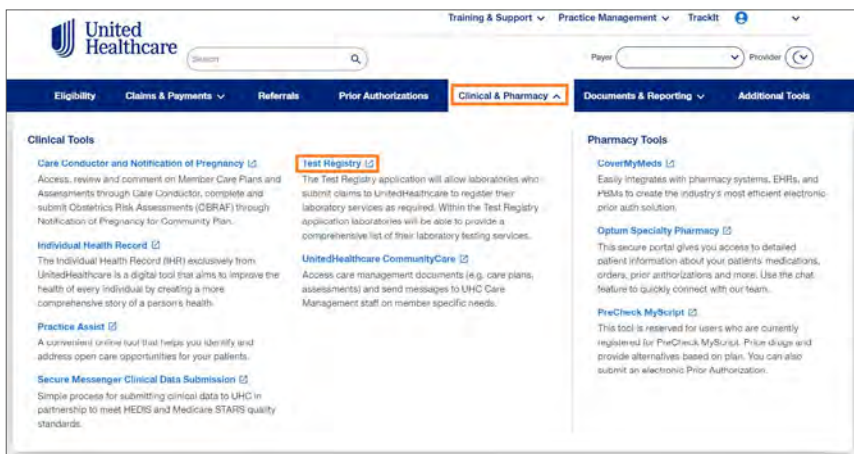## Contents

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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
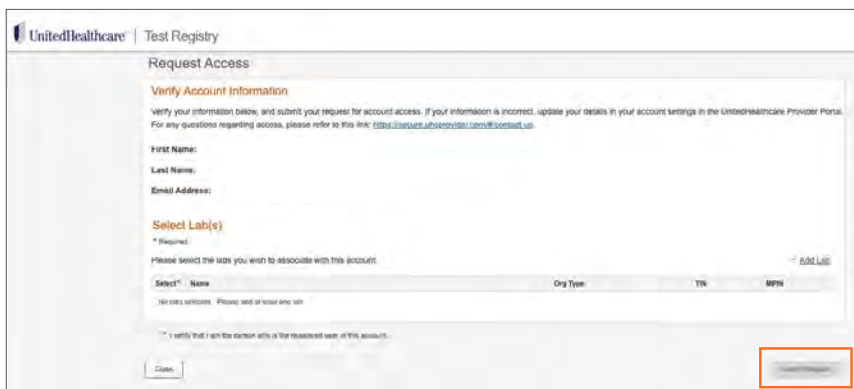
① Select **Clinical & Pharmacy**

② Select **Test Registry**

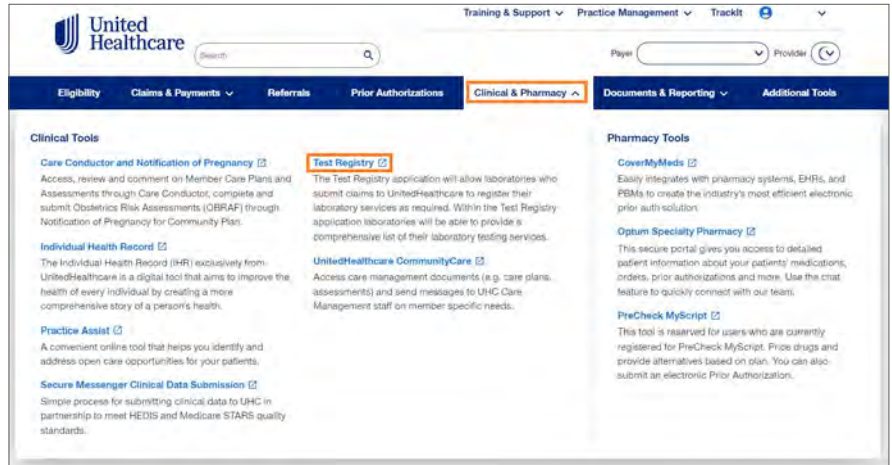**③** Select the appropriate organization and verify your identity

④ Submit Request
We will review your request and send you a follow-up email.

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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.

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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**

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Uploading bulk tests

1 Select **Upload Bulk Tests** from the **Create Test** menu
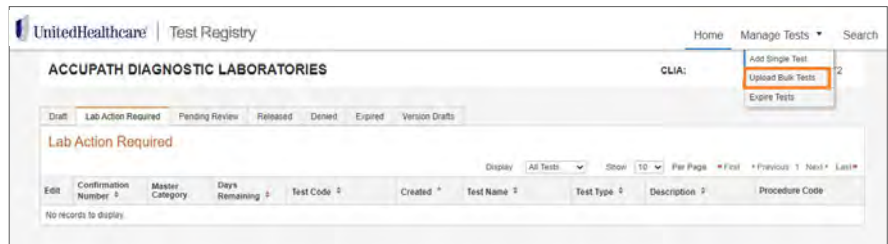
2 Select **Download XLSX Template**

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**
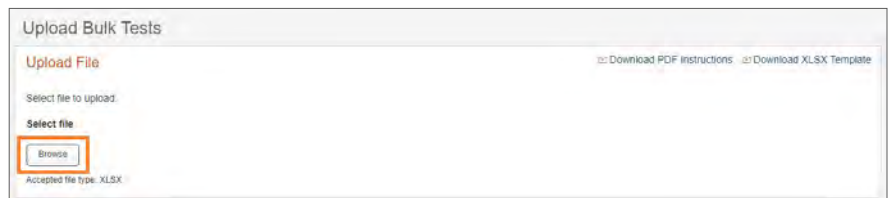
5 Select **Upload New File**

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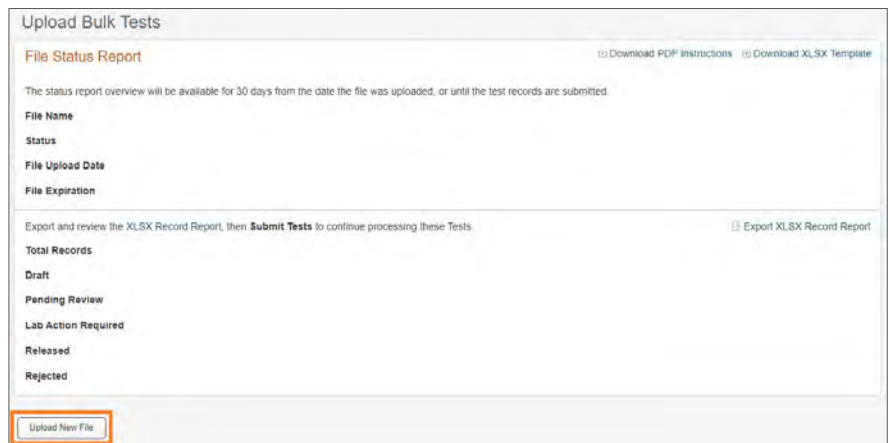
File parsing

The initial report will show **File Parsing in Progress**.
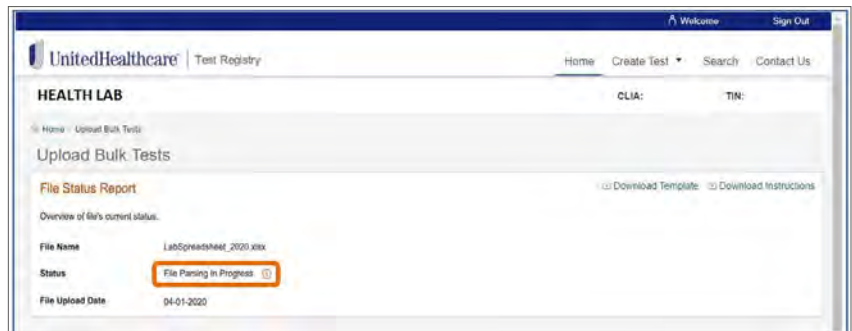
When **Parsing is Complete**, the report will show the status of each test.

If you're satisfied with the results, select **Submit Tests**.
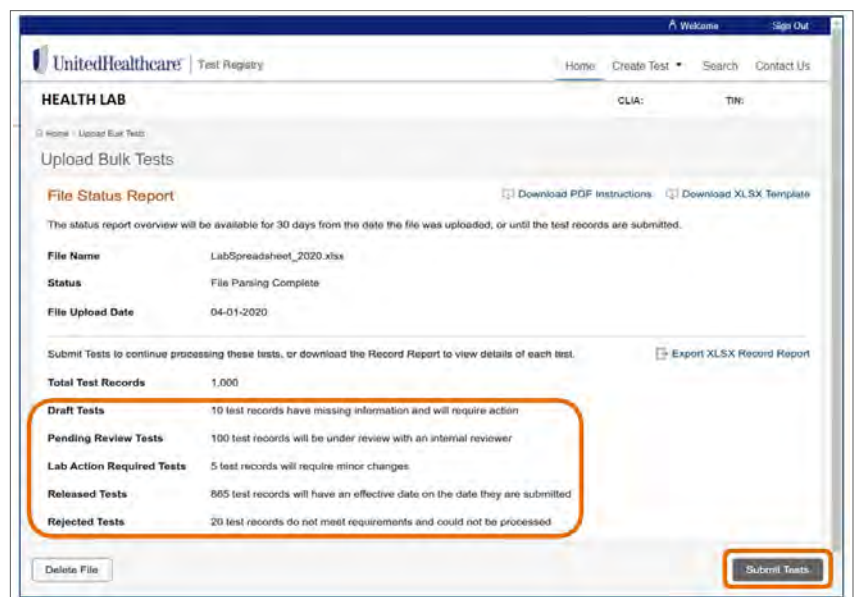
If you aren't satisfied with the results:

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)

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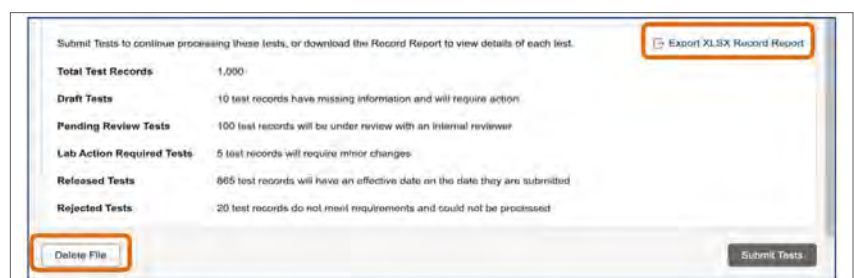
Review/update tests

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

❶ Select a tab for reports under a particular status

❷ **Review** or **Update**, as allowed

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

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

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

Search for a test

1 Select **Search**
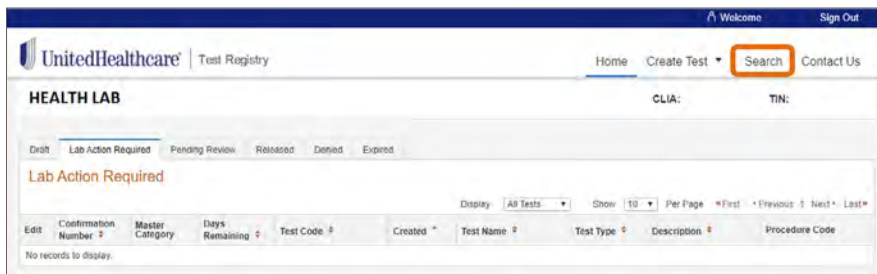
2 Enter any desired search parameters

Note: The more parameters you enter will narrow the results

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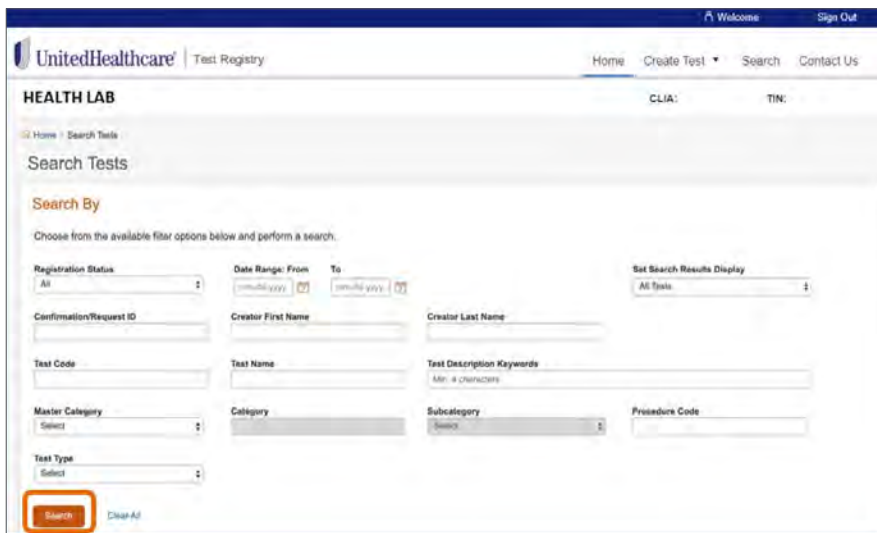
4 Select the desired test to **Edit** or **View**, as allowed

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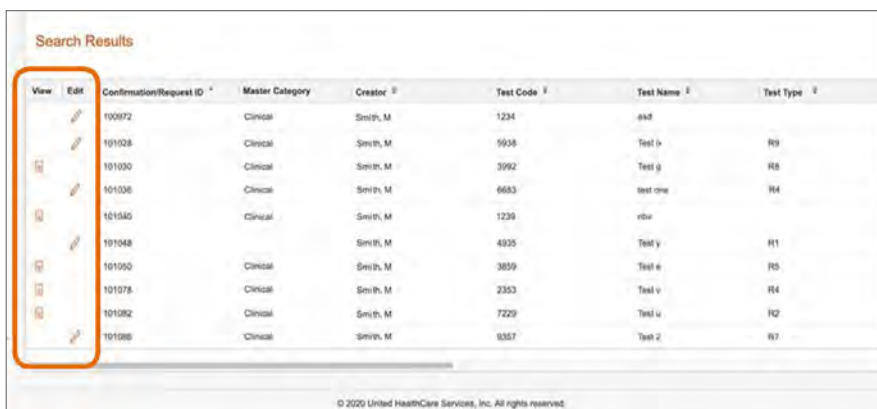
Completing the template for bulk test upload

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**

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

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Completing the template for bulk test upload (cont.)

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

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

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**

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

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

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