

Term Date - Please enter the date this test became no longer available. Make sure to keep it on your template for 3 years past its expiration. This is to accommodate PCCA requests, if permitted by your health plan contract. If it is a current test, please enter 12/31/9999.

Lab Contact Information Tab

											
Lab Name	Primary Contact Name	TIN	NPI	Address Line 1	Address Line 2	City	State	Zip Code	Email	Office Number	Office Fax Number

Lab Name- Please enter the name of your lab that you want to show to ordering provider teams. This might be different than your legal name.

Primary Contact Name – Please enter the name and title of the person to be contacted regarding your test directory and setup of your lab.

TIN – Please enter your federal Tax Identification Number.

NPI – Please enter your Group NPI. If you use a different NPI for different locations, please note the NPI for each location address listed.

Address/City/State/Zip Code – Enter the appropriate address details.

Email – Please list the individual email for each contact listed.

Office Number – Please provide the direct line for each contact.

Office Fax Number – Please provide the appropriate fax number for each contact.

Valid Unit Formats Tab (Informational Only – Nothing needs to be completed on this tab.)

This tab gives examples of the different ways units on billing codes can be entered on the template. You do not need to enter any information here.

Health Plan Reference Only (Informational Only – Nothing needs to be completed on this tab.)

This tab provides a general list of health plans and lines of business that use Carelon. For specific combinations of health plans and lines of business, please contact the health plan for more information. You do not need to enter any information here.

Template File Name

For files emailed to us, you no longer need to follow the previous file name syntax. However, including the name of your lab and the date are helpful.

Submitting Your Template to Carelon

Please email your template to GeneticLabSupport@Carelon.com. FTP connections are no longer used.

Lab Feedback Files

Please enter feedback for the lab for each applicable test/panel below.	Lab - If you would like to make a comment on a test, on the same row, please enter it in this column and begin with (Lab Comments).	This is the number assigned to represent this clinical subcategory.	This is the clinical subcategory name.
External Comments	New External Comments	DST ID	DST Description

If you have already have a test menu with us, the template we use to maintain it is called the Lab Feedback or Feedback Export file. It includes the fields listed on pages 1 and 2 and has additional fields that are helpful.

External Comments – This field contains test specific comments or questions from the Clinical Reviewer team. Please follow the instructions carefully so that your test issue(s) can be resolved.

New External Comments – If you would like to ask or respond to a question from the Clinical Reviewer team, please enter it, in this field, on the line corresponding to the applicable test. Please begin your comments with (Lab Comments).

DST ID – This field will usually be blank for tests that have passed Clinical Review. However, for tests assigned to 66666, feedback will be provided in External Comments, requesting the needed information. Please note that these tests will NOT show to ordering provider teams in the portal until the missing information is received. If the DST ID is 99999, this means this test falls outside of the Genetic Testing Program and should be removed from your template. These tests also will NOT show to ordering provider teams in the portal.

DST Description – This field will usually be blank unless the DST ID is 66666 or 99999. If it is 66666, it will display MOL Unmapped. This means it has not been added to a clinical subcategory because more information is needed. If the DST ID is 99999, then it will display Pds rule OFF which means it has not been added to a clinical subcategory because it falls outside of the program and should be removed from your template.