



Neurocode Assay Requisition Instructions

Neurocode Labs in Bellingham, WA specialize in cutting-edge testing for autoimmune and neurodegenerative disorders. We currently offer live cell based assays for myasthenia gravis. To perform the test, we will need a sample of patient serum sent to our lab on ice, along with a Requisition form signed by a practicing physician.

Collection Kits

The preferred protocol is for us to send a sample collection kit to you, or to the patient directly. We provide sample collection kits free of charge. They include everything required to collect, process, and ship serum samples (except needles and PPE) including packaging and prepaid return shipping. Email us at CustomerCare@neurocode.com with your name, address, and number of kits desired (arrives in 5-7 business days).

Requisition Form

All tests require a requisition form completed by a physician. Samples cannot be processed until a completed, signed requisition form has been submitted.

Essential Information

The following information is required for Neurocode to properly register, order and bill for lab testing. Ensuring that all information is included will prevent delays in testing.

- Patient's legal name (first, last and middle initial)
- Patient's date of birth
- Patient sex
- Time and Date of specimen collection
- Collector/Phlebotomist location
- Collector/Phlebotomist phone and email
- Physician name
- Physician signature
- Results delivery method
- Test(s) to be performed
- Clinical and Diagnostic information
- Billing information

The **Specimen Information** section is to be filled out at the time of the blood draw. Collection location contact information is required in case samples are compromised and need to be re-drawn.

Diagnostic and Clinical information: Neurocode is required by payers (including Medicare) to submit ICD-10 codes or the patient's symptoms or illness with each claim.

The **Advanced Beneficiary Notice (ABN)** form is required only for Medicare patients. For assistance see the detailed tutorial at the [cms.gov](https://www.cms.gov) site via the QR code below:





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Sample Collection and Storage

Our kits include detailed instructions on how to collect and prepare samples. If you are unable to collect in your clinic, simply refer your patients to one of our phlebotomy partners.

Once aliquoted, immediately store serum sample in a refrigerator (4° C) until shipping. Please do not freeze; excess freeze-thaw cycles degraded antibodies and may negatively impact accuracy of results. Ship samples as soon as possible after collection.

Shipping and Handling

Package sample in a small cooler with 2 ice packs (both included with kit). Minimize the time between packaging and shipping, samples must remain chilled until arrival.

Kits include shipping box and prepaid Fedex label. Ship samples overnight to:

ATTN: Neurocode
3548 Meridian St, Suite 100
Bellingham, WA 98225

Our offices are only able to receive samples Mon-Fri, so samples must be shipped Mon-Thur. Samples arriving over the weekend may need to be re-drawn.

Billing

Neurocode currently offers three options for billing clinical tests:

1. **Client billing** (Neurocode bills the healthcare provider) is preferred for customers who anticipate repeated testing. To set up a client billing arrangement contact CustomerCare@neurocode.com.
2. For **Insurance billing** (Neurocode bills the insurer, including Medicare/Medicaid), be sure to include patient insurance details with Requisition form.
3. For **Patient billing** (Neurocode bills the patient) please include patient's current address and phone number.

Results Delivery

Currently Neurocode distributes test results either by fax or by secure email. To prevent unnecessary delays please ensure that you provide the appropriate contact details on the Requisition Form.

Our web portal is currently under development.

For assistance contact us at CustomerCare@neurocode.com

