

Test registry

Genetic and Molecular Tests

Effective June 1, 2021, claims for genetic and molecular test services must match a corresponding laboratory test notification provided in advance to us or we will deny the claim. To ensure compliance with these requirements, free standing and outpatient hospital lab providers should register their laboratory tests now.

Contents

| | |
|---|----|
| Initial access to test registry | 1 |
| Access test registry | 2 |
| Add single test | 3 |
| Upload bulk tests | 4 |
| File parsing | 5 |
| Review/update tests | 6 |
| Search for a test | 7 |
| Instructions - completing the template for bulk test upload | 8 |
| Help resources | 11 |

Initial access to test registry

After signing in with your One Healthcare ID at UHCprovider.com

(if not registered for Link select **New User** or consult UHCprovider.com/newuser)

- 1 From the Provider Portal, select **Clinical & Pharmacy**
- 2 Select **Test Registry**
- 3 Select the appropriate organization and verify your identity
- 4 **Submit Request**
(The request will be reviewed by UnitedHealthcare and an email will be sent once determined)

Verify Account Information

Verify your information below, and submit your request for account access. If your information is incorrect, update your details in your LINK account. For any questions regarding access, please refer to this link: <https://provider.linkhealth.com/content/odin/en/provider-dashboard/public/linkcontact.html>

First Name: Sandi
Last Name: C
Email Address: sandi@memorial.org

Select Lab(s)

* Required
Please select the labs you wish to associate with this account. + Add Lab

| Select* | Name | Org Type | TIN | MPIN |
|--------------------------|------------------------|----------------|----------|----------|
| <input type="checkbox"/> | MEMORIAL HEALTH SYSTEM | Not Applicable | 74114114 | 0018180 |
| <input type="checkbox"/> | MEMORIAL REHAB | Not Applicable | 26385386 | 00296296 |

* I verify that I am the person who is the registered user of this account.

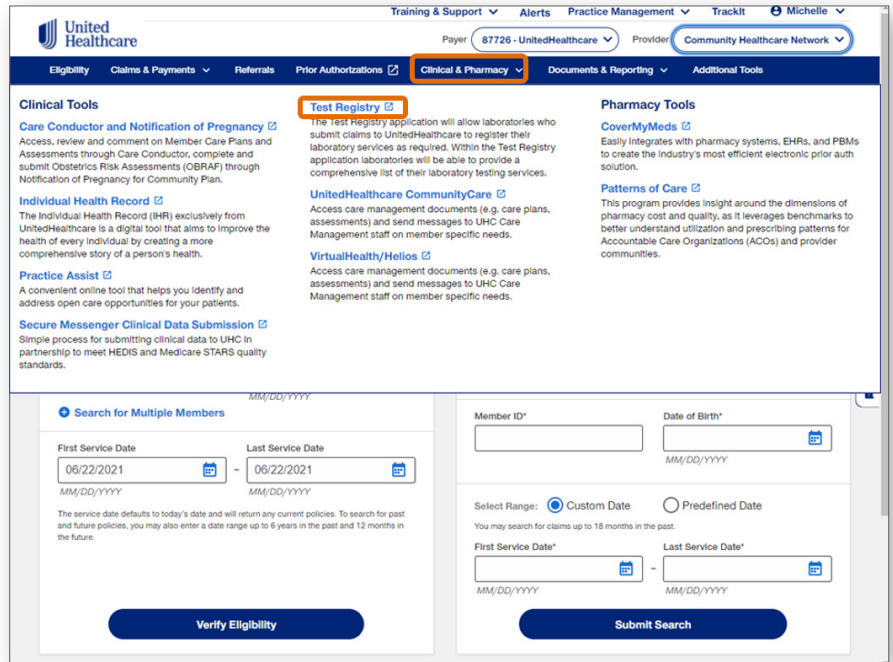
Submit Request

Access test registry

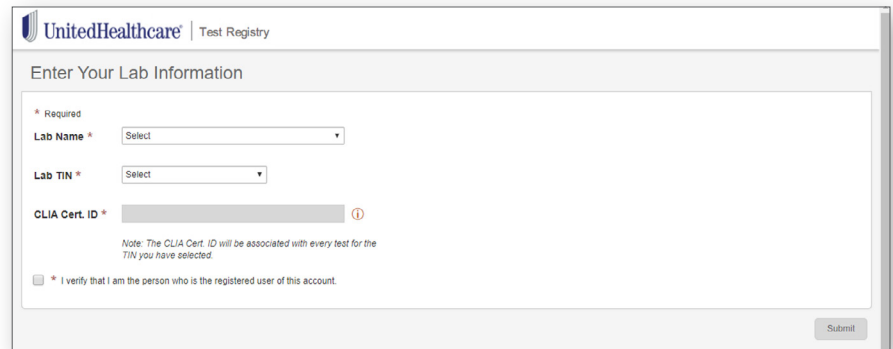
Once granted access:

1 From the Provider Portal, select **Clinical & Pharmacy**

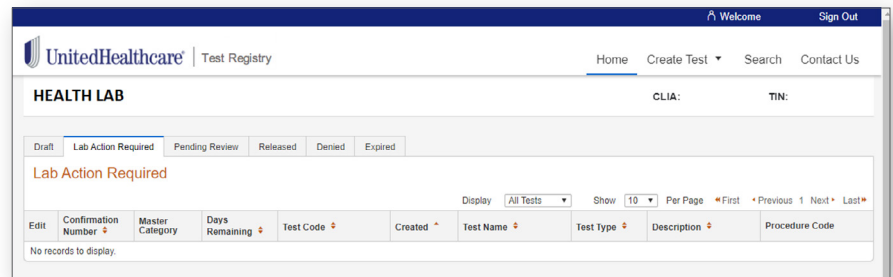
2 Select **Test Registry**



3 Enter **Your Lab Information**, **Verify**, then **Submit**

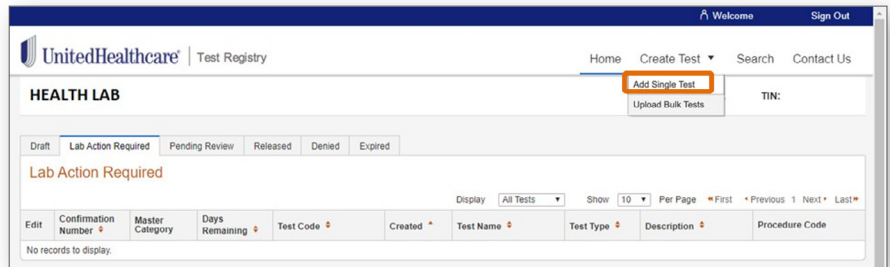


You will be taken to the Home page



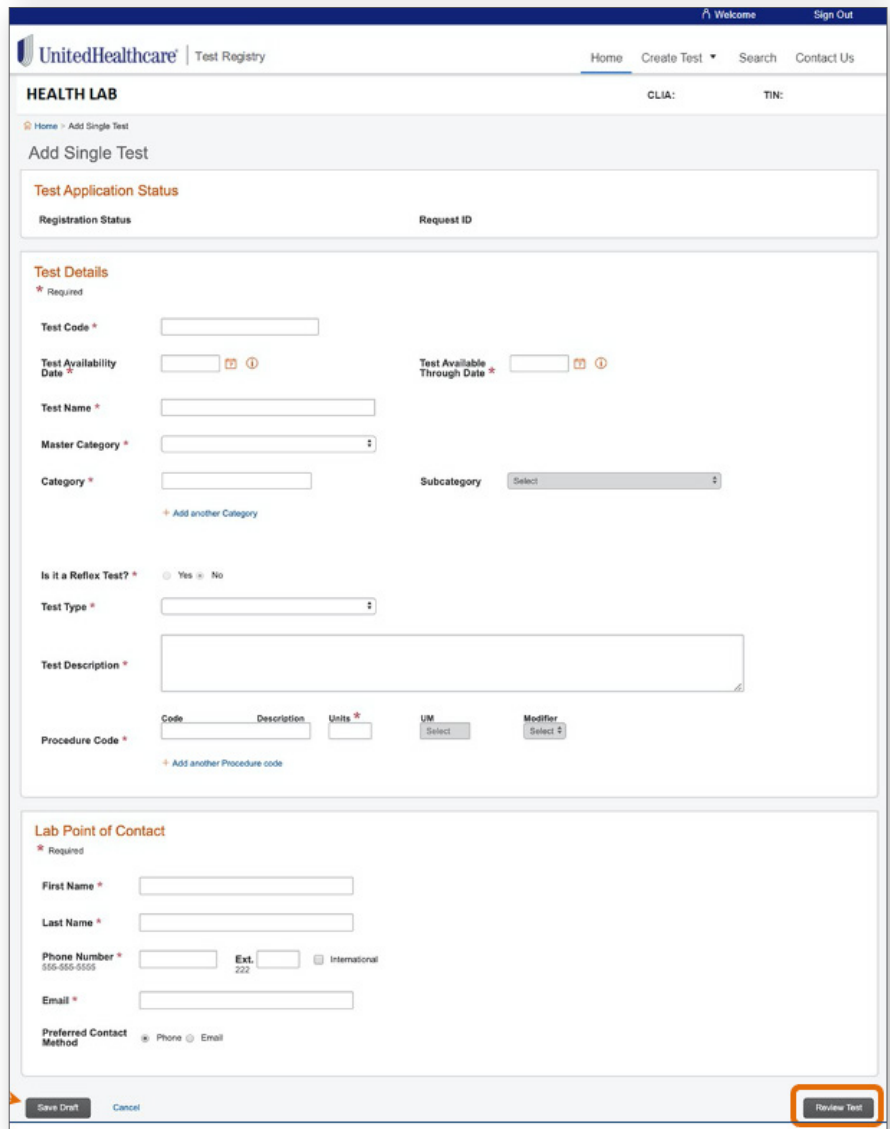
Add single test

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.



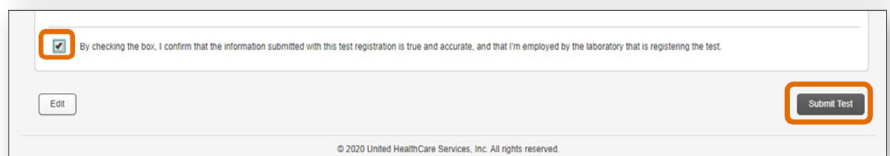
3 Complete the **Lab Point of Contact**

4 Select **Review Test** once complete

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

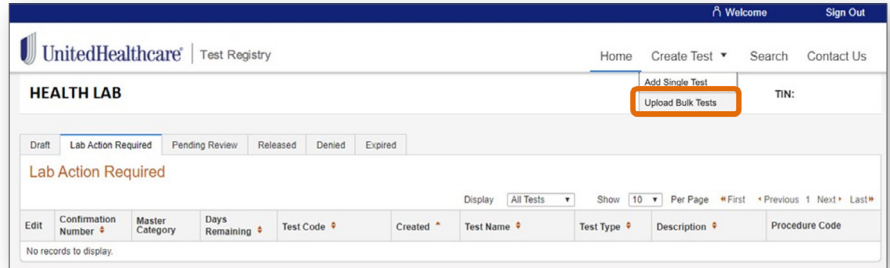
5 **Confirm** the information

6 **Submit request**

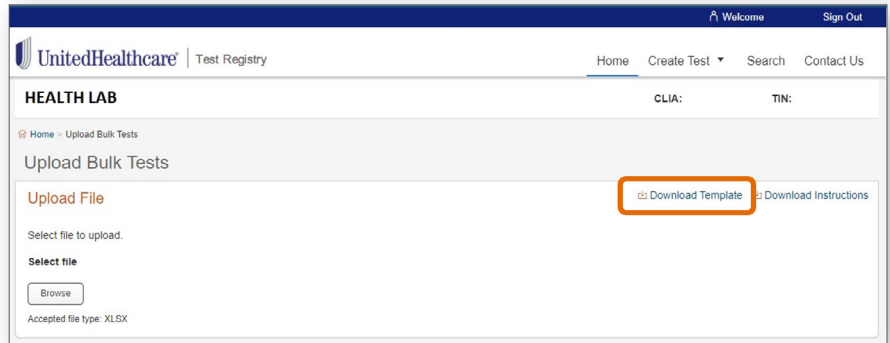


Upload bulk tests

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



2 Download the **Template**

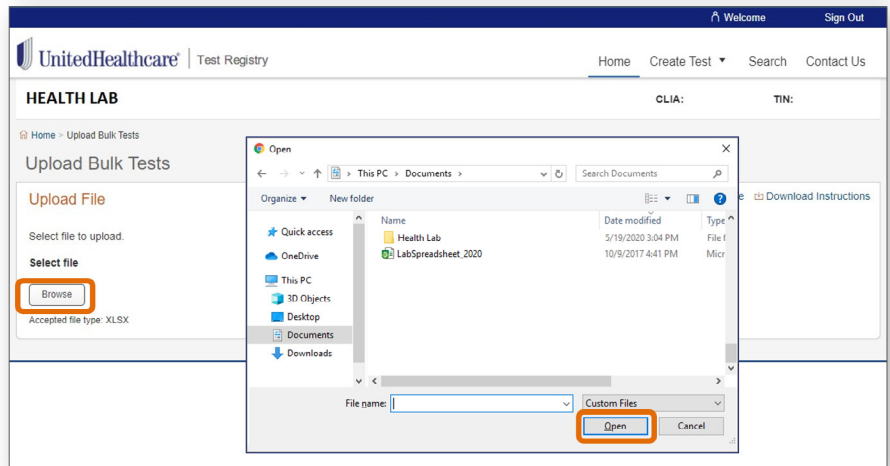


3 Complete the information* and save to your own system

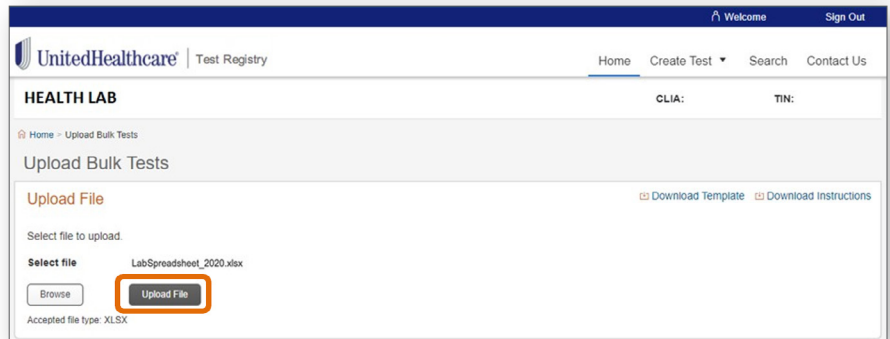
(Note: No changes may be made to the format of the template)

* Consult the instructions at the end of this Quick Reference on how to complete the template

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

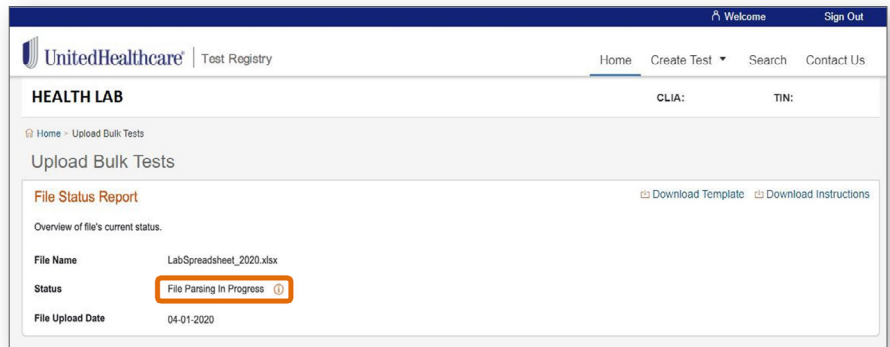


5 Upload the File



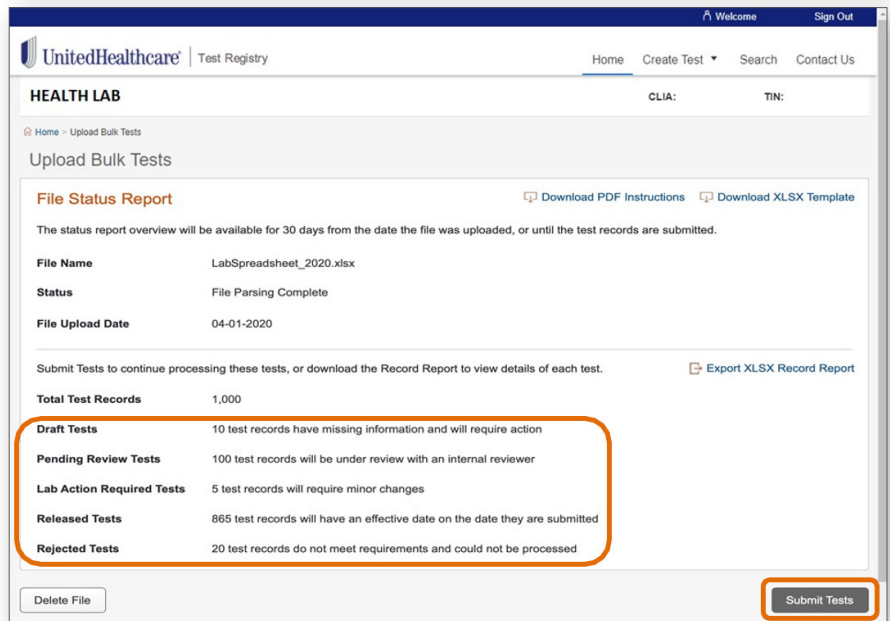
File parsing

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

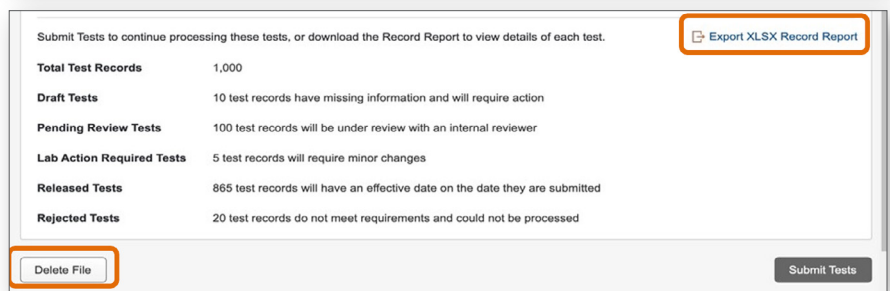


When **Parsing is Complete** the report will show the status of each test

- If satisfied with the results
 - Submit Tests**




- If not satisfied
 - Export the Record Report**
 - Correct it
 - Re-upload the report (see above process)
 - Delete** this existing report (to avoid duplicate tests)

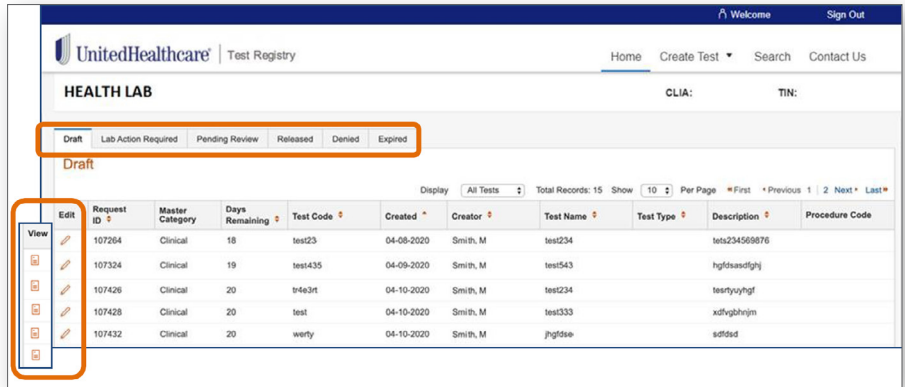


Review/update tests

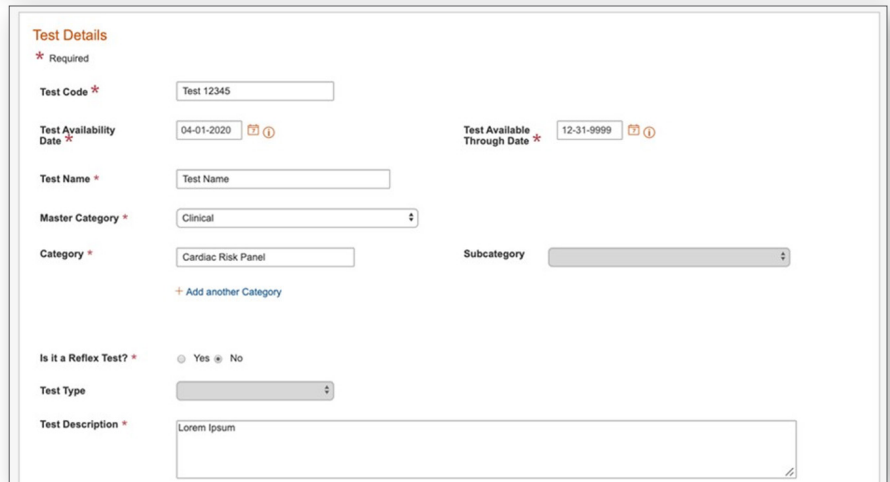
From the Home Page, all tests may be reviewed

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

- Draft and Lab Action Required all updates 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 | 04-08-2020 | Smith, M | test234 | | test234569876 | |
| 107324 | Clinical | 19 | test435 | 04-09-2020 | Smith, M | test543 | | hgfdasndfghj | |
| 107426 | Clinical | 20 | tr4e3rt | 04-10-2020 | Smith, M | test234 | | testryyuyghf | |
| 107428 | Clinical | 20 | test | 04-10-2020 | Smith, M | test333 | | xdfghbhrjm | |
| 107432 | Clinical | 20 | werty | 04-10-2020 | Smith, M | jhgfdse | | sdfdsd | |





Test Details

* Required

Test Code *

Test Availability Date *  

Test Available Through Date *  

Test Name *

Master Category *

Category * Subcategory


+ Add another Category

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 its 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 HCV 6 ASSAYS SERUM LIVER | 1 | | |

Search for a test

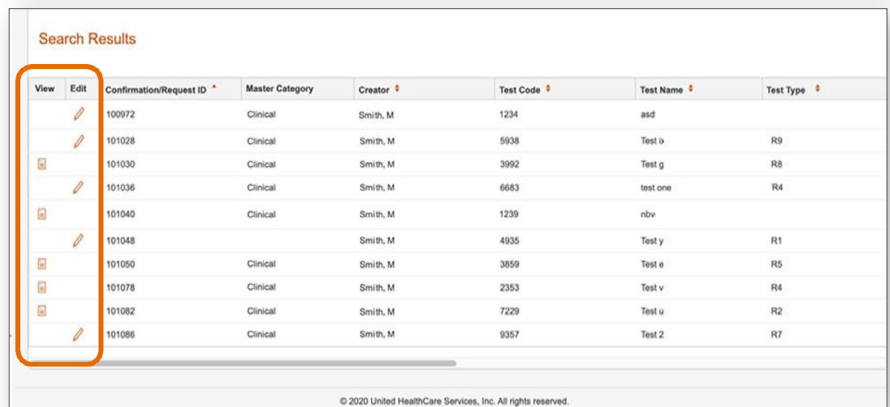
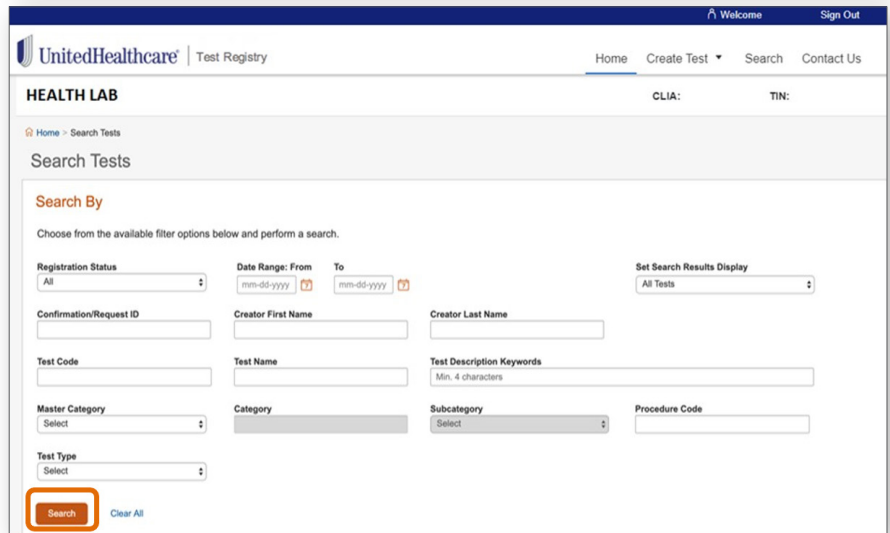
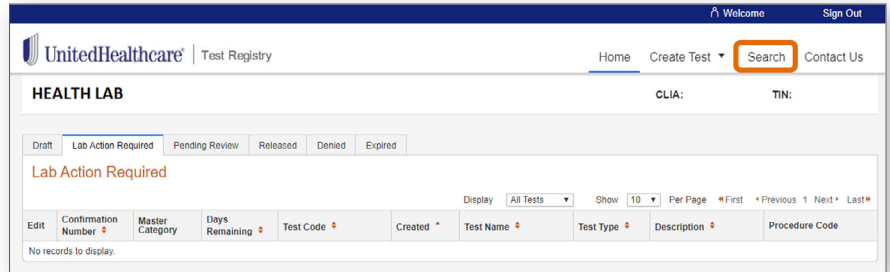
1 Select Search

2 Enter any desired search parameters

(Note: The more parameters you enter to more narrow the results)

3 Search

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



Instructions - 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. | 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. | 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. | 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 | Urinology |
| Clinical | Chemistry | Other |
| Clinical | Diagnostic Immunology | General Immunology |
| Clinical | Diagnostic Immunology | Syphilis Serology |
| Clinical | Diagnostic Immunology | Other |
| Clinical | Immunology | 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 |
| Clinical | Other | Other |
| Genetics | Cardiology | |
| Genetics | Clinical Genomics | |
| Genetics | Cytogenetics | |
| Genetics | Dermatology | |
| Genetics | Hearing Disorders | |
| Genetics | Hereditary | |
| Genetics | Hereditary Cancer | |
| Genetics | Immunology | |
| Genetics | Metabolic Disorders and Newborn Screening | |
| Genetics | Nephrology | |
| Genetics | Neurology | |
| Genetics | Ophthalmology | |
| Genetics | Pediatric Genetics | |
| Genetics | Pharmacogenomics | |
| Genetics | Pharmacology | |
| Genetics | Reproductive Health | |
| Genetics | Tumor Based Tests for Cancer | |

Instructions - completing the template for bulk test upload (continued)

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

| Sub-category - 10 | Test Type | Number of Genes | Description for 'other' test type | Procedure Code - 1 | Procedure Code - 1 - Modifiers | Pr |
|--|---|--|--|--|--|---------------|
| For Clinical tests only. Choose from Appendix | For Genetic tests only, must enter "Single gene", "Panel", or "Other". No quotes or commas. | For Genetic tests only, if "Panel" test type is selected, enter the number of genes on the panel. 3 numeric. | For Genetic test only, if test type 'other' is chosen, must enter description. Not the same as 'Test Description'. 250 Alphanumeric. | Billing CPT/HCPCS code associated with the test. 5 Alphanumeric. One code per cell -- no commas. | 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. | Billing units |
| Add'l Sub-Category, if needed. Cannot be duplicate for this Test Code. | N/A | N/A | N/A | 80999 | 26,90,SW | 3 Nu |
| N/A | N/A | N/A | N/A | 80999 | NONE | |
| N/A | 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 | Procedure Code - 1 - Modifiers | Procedure Code - 1 - Unit | Procedure Code - 1 - Unit of Measure | Procedure Code - 2 | Procedure Code - 2 - Modifiers | Procedure Code - 2 - Unit |
|--|--|--|---|--|--|--|
| Billing CPT/HCPCS code associated with the test. 5 Alphanumeric. One code per cell -- no commas. | 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. | Billing units for each CPT/HCPCS code. 3 Numeric | For Clinical and Pathology tests only, UoM code MUST be entered for each CPT/HCPCS code. Choose a UoM code (not description) from Appendix. | Billing CPT/HCPCS code associated with the test. 5 Alphanumeric. One code per cell -- no commas. | 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. | 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 |

Instructions - completing the template for bulk test upload (continued)

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

| | CJ | CK | CL | CM | CN | CO |
|----|--|--|---|--|--|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | Procedure Code - 15 - Unit of Measure For Clinical and Pathology tests only, UofM code MUST be entered for each CPT/HCPCS code. Choose a UofM code (not description) from Appendix. | Test Availability Date First date the test is available for physicians to order. "Effective Date". Date entered cannot be earlier than 85 days before current date. MM-DD-YYYY. | Test Available Through Date 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. | GTR ID For Genetic tests only, GTR Identifier. 20 Alphanumeric. | Reflex Test? For Clinical and Pathology tests only, user must designate if test code is considered reflex test. Select 'Yes' or 'No'. | Lab Point of Contact - First Name First name of lab contact person. 50 Alphanumeric. |
| 5 | | | | | | |
| 6 | Unit of Measure, if needed. | 6-12-2020 | 12-31-9999 | N/A | Yes | Joe |
| 7 | | | | | | |
| 8 | Unit of Measure, if needed. | 7-14-2020 | 12-31-9999 | N/A | No | Joe |
| 9 | | | | | | |
| 10 | N/A | 6-12-2020 | 12-31-9999 | 1203456789 | N/A | Joe |
| 11 | | | | | | |
| 12 | | | | | | |

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

| | CO | CP | CQ | CR | CS |
|----|---|---|--|---|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | Lab Point of Contact - First Name First name of lab contact person. 50 Alphanumeric. | Lab Point of Contact - Last Name Last name of lab contact person. 50 Alphanumeric. | Lab Point of Contact - Email Email of lab contact person. Domain must match that of the registered user. 60 Alphanumeric. | Lab Point of Contact - Phone Phone of lab contact person. 10 Numeric for USA (123-456-7890) & 13 numeric for International (123-456-789-0999). | Lab Point of Contact - Phone Ext Extension for phone of lab contact person. 10 Numeric. |
| 5 | | | | | |
| 6 | Joe | Smith | joe@lab.com | 123-456-7890 | 12345 |
| 7 | | | | | |
| 8 | Joe | Smith | joe@lab.com | 123-456-7890 | 12345 |
| 9 | | | | | |
| 10 | Joe | Smith | joe@lab.com | 123-456-7890 | 12345 |
| 11 | | | | | |

When complete, save the template to your system then upload it into Test Registry

| | A | B | C | D | E | F | G | H |
|----|-------------------|--|---------------------|------------------|-----------------|-----------------------|--------------------|-----------------|
| 1 | Template | | | | | | | |
| 2 | Required | IMPORTANT: BEFORE COMPLETING THE COMPENDIUM TEMPLATE, YOU MUST REVIEW THE SPECIFICATIONS & EXAMPLES ON THE "INSTRUCTIONS" AND "APPENDIX" TABS | | | | | | |
| 3 | | | | | | | | |
| 4 | Test (Order) Name | Test (Order) Code / Identifier | Tax ID Number (TIN) | Test Description | Master Category | Category - 1 | Sub-category - 1 | Category - 2 Su |
| 5 | Clinical Test 01 | Test123ABC | 123456789 | Test is clinical | Clinical | Chemistry | Urinalysis | |
| 6 | Clinical Test 02 | Clintest456XYZ | 123456789 | Test description | Clinical | Diagnostic Immunology | General Immunology | |
| 7 | Pathology Test 01 | Pathtest123AJ | 123456789 | Test description | Pathology | Cytology | | |
| 8 | Clinical Test 03 | Test123ABC | 123456789 | Test is clinical | Clinical | Chemistry | Urinalysis | |
| 9 | Clinical Test 04 | Clintest456XYZ | 123456789 | Test description | Clinical | Diagnostic Immunology | General Immunology | |
| 10 | Pathology Test 02 | Pathtest123AJ | 123456789 | Test description | Pathology | Cytology | | |
| 11 | Clinical Test 05 | Test123ABC | 123456789 | Test is clinical | Clinical | Chemistry | Urinalysis | |
| 12 | Clinical Test 06 | Clintest456XYZ | 123456789 | Test description | Clinical | Diagnostic Immunology | General Immunology | |
| 13 | Pathology Test 03 | Pathtest123AJ | 123456789 | Test description | Pathology | Cytology | | |
| 14 | Clinical Test 07 | Test123ABC | 123456789 | Test is clinical | Clinical | Chemistry | Urinalysis | |
| 15 | Clinical Test 08 | Clintest456XYZ | 123456789 | Test description | Clinical | Diagnostic Immunology | General Immunology | |
| 16 | Pathology Test 04 | Pathtest123AJ | 123456789 | Test description | Pathology | Cytology | | |
| 17 | | | | | | | | |



Help resources

For additional Help Resources at:
UHCprovider.com/testregistry

UnitedHealthcare
Resources for physicians, administrators and healthcare professionals

What can we help you find? [Members](#) [New User & User Access](#) [Find Dr.](#) [Sign In](#)

Policies and Protocols

- Protocols
- Clinical Guidelines
- Commercial Policies
- Dental Clinical Policies and Coverage Guidelines
- Exchange Plans Policies
- Medicare Advantage Policies
- Community Plan Policies
- Laboratory Test Registry Protocol
- sec_mcg-index
- InterQual Clinical Criteria

Laboratory Test Registry Protocol

UnitedHealthcare is delaying the implementation of the clinical and pathology Laboratory Test Registry Protocol until further notice. This includes registration of non-genetic tests and placement of test codes on claims for non-genetic tests, there is no need to register non-genetic tests at this time.

The Lab Test Registry will continue to be available for genetic and molecular lab tests to support the Genetic and Molecular Lab Test Prior Authorization & Advanced Notification (PAAN) program.

Test Registry Self Service Tools

[Access the Test Registry](#)

Feedback