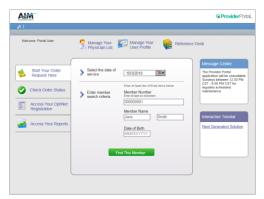# Tip Sheet- Submitting an Order Request for Genetic Testing

This is the Order Request screen

Step 1: Find the health plan member

Select the Date of Service. This is the date you expect the genetic testing to begin.

Search for Member by Member ID Number and Name/Date of Birth
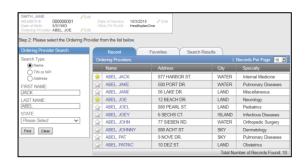
Click Find This Member
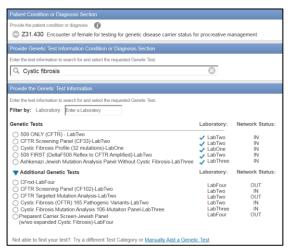
Step 2: Confirm member selection

Blue text is clickable. Please confirm you see the correct member by verifying name, DOB, and state.

Click the member name to continue.

You will then see a list of AIM Programs that that member is participating in based on their health plan. Click Genetic Testing and Continue.

You will then see a list of any recent requests submitted on the member's behalf. This is to ensure you are not entering a duplicate request. Please click Next to continue.

Step 3: Select and Ordering Provider

You can search by name, Tax Identification Number, National Provider Identifier, or Address.

Providers also appear on a Recent tab and a Favorites tab for easy selection.

Click on the Ordering Provider's name.

You will then be asked to enter the provider's fax number. Please enter or confirm and click Save to continue.

Step 4: Enter DX code and search for test

Enter the primary ICD 10 diagnosis code for the patient. Click the code to continue.

Search for the genetic test you would like to request.

You are able to search by the name of the test or key words associated with the test. You are also able to filter by laboratory.

If you are unable to find a test, you may click on "Manually Add a Genetic Test" and follow the instructions given.
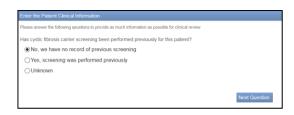
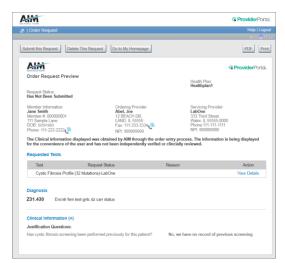# Tip Sheet- Submitting an Order Request for Genetic Testing

Step 5: Confirm the Sample Collection Date

The Sample Collection Date is used to determine the valid authorization period for the request, based on health plan rules. If the date is not changed, it will default to today's date.

Click Continue to proceed.

Step 6: Genetic Counselor Selection

If Genetic Counseling is not required, you will automatically skip this step

If Genetic Counseling is required for the test, you will be asked if it has been completed.

If Yes, enter the date counseling was completed.

If No, you will see a message displayed with further information.

If you answered Yes, you will be directed to find the Genetic Counselor. You are able to search by counselor name or facility.

If you find the genetic counselor, click on their name to continue.

If not, you may be able to manually add a genetic counselor to proceed.

Step 7: Enter Clinical Information

Depending on previous responses, you may be asked a series of clinical questions. These questions are based on the criteria set by the member's health plan.

Continue answering questions until you are taken to an Order Request Preview.

Step 8: Review and Submit your Request

Please verify that all information is correct.

Click Submit This Request to finish. You may also Save and Exit the case to return later.

Your request status will be updated shortly. If the patient meets clinical criteria, you will receive your order ID number instantly.

You are able to save the Order Request Summary that is displayed as a PDF, or print a paper copy.