

WPI STUDENT HEALTH SERVICES EXTERNAL LAB ORDER POLICY

To All Ordering Providers:

Worcester Polytechnic Institute (WPI) Student Health Services is pleased to assist students by collecting specimens for *external lab orders* and forwarding them to **Quest Diagnostics**. To ensure proper processing, please carefully follow the guidelines below when submitting an external lab order.

REQUIRED INFORMATION FOR ALL EXTERNAL LAB ORDERS:

Please fax (508-831-5953) a **complete lab requisition** that includes the following:

- **Student Full Name**
- **Student Date of Birth**
- **Lab Tests to Be Ordered**
 - Include **Quest CPT/Test Codes**
- **ICD-10 Diagnosis Code(s)** for billing
- **Student's Insurance Information**
- **Ordering Medical Practice Name**
- **Ordering Physician's Name**
- **Physician Signature**
- **Office Phone Number & Fax Number**
- **Fasting Status of the Lab** (Please indicate if the student must be fasting)

IMPORTANT NOTES:

- **WPI Student Health Services is NOT responsible for reporting or sending lab results** or for following up with the student with external provider orders.
- It is the responsibility of the **ordering provider to review and communicate** results directly with the student.
- Incomplete lab orders **will not be processed**.
- Orders are sent **exclusively to Quest Diagnostics**; please ensure compatibility with the student's insurance.

WPI - Student Health Services

84 Institute Road/ Daniel's Hall

Phone: 508-831-5520 Fax: 508-831-5953

WPI STUDENT HEALTH SERVICES

OPTIONS FOR EXTERNAL LAB ORDERS

If you have a lab order from your medical provider at home and need help getting your labs collected, you have two options:

1. You can go directly to Quest Diagnostics with your medical provider's lab order; the ordering provider will receive the results directly from Quest Diagnostics. You can make an appointment or walk in to any Quest Diagnostics for lab collection.

Here is a list of local Quest Diagnostic, including their distances from WPI Student Health Services:

- 1.3 miles:
 - Quest Diagnostics Worcester, Lower Level, 100 Martin Luther King Jr Blvd, Worcester, MA 01608
 - 1.7 miles:
 - Quest Diagnostics 1 W Boylston St Worcester, First Floor, Worcester, MA 01605
 - 2.2 miles:
 - Quest Diagnostics MA LLC Worcester, 291 Lincoln St Ste 306, Worcester, MA 01605
2. WPI Student Health Services (SHS) can collect the specimens needed at our office in Daniels Hall and send them to Quest Diagnostics.
- ***If you choose this option, you will be required to contact your ordering medical provider directly to ensure they receive the results. SHS will NOT receive results to send to your provider.**
 - If you wish for WPI Student Health Services to collect and send your labs, please contact us at 508-831-5520 and we would be happy to schedule an appointment for you.

If you need to request a lab order from your medical provider, please send them the reverse side of this form to ensure they include all the correct information on the lab order.

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