

23 June 2016

Information on Histology & Cytology Request Forms

Anatomic Pathology Service (APS) processes all community histology & cytology referrals. Samples sent to APS must always be accompanied by a request form. In order to process and report requests accurately, specific information must be provided on the request form.

- 1. Patient Details:** First name, family name, date of birth and NHI number are required and if possible, a contact address and phone number.
- 2. Requestor Code:** The APS requestor code is based on the previous DML numeric requestor code and is made up of 6 characters – the letter “D”, followed by the first 5 numbers of the previous code (including any leading zeros), eg, “001234” is now “D00123”.
Each requestor code is hard coded in our database with unique information, including the preferred report mode and the specific destination for results.
To assist with the accurate registration of requests, the APS requestor code should be printed on the request form, along with the referrer NZMC or NCoNZ number.
Please contact APS, Customer Services for new requestor codes or to update requestor information, or for a list of the APS codes for your practice.
- 3. Copies of Reports:** For a copy of a report to be sent to another practitioner, the name and location, or practice name, of the ‘copy to’ practitioner must be provided on the request form.
- 4. Eligibility and Non-funded testing:** The patient’s eligibility status must be declared on the request form. If the test or the patient does not meet the Ministry of Health eligibility for funding criteria, the patient must pay for the test. Detailed information can be found on the MoH website: www.health.govt.nz/eligibility.nz
- 5. Payment of Tests:** An ineligible patient must be advised of the correct price and method of payment before a sample is sent to APS.
The most straightforward payment method is for a practice to collect payment from the patient and to write “Charge to Practice” on the request form. APS will then send a one off invoice to the practice.
Alternatively, APS can invoice the patient, however the patient must be told that an invoice will be sent and current New Zealand contact details must be provided on the request form. A patient can drop a sample at a Labtests collection centre and make the payment, which will include a Labtests surcharge to cover handling.

For requestor codes, test prices and any other general queries, please telephone (09) 302 0516 or 0800 256 356, or email Customer Services aps.info@adhb.govt.nz

Many Thanks
Auckland DHB Anatomic Pathology Service