



Exome and genome ordering checklist

Take the guesswork out of placing a GeneDx order.

When placing an order with GeneDx, please be sure to follow each of these steps:

- ☐ **Obtain informed consent** from the patient and/or their legal guardian
- ☐ **Provide the patient or legal guardian's phone number** in case GeneDx needs to contact them directly regarding insurance or billing
- ☐ **Clearly mark the patient's status** within the payment section:
 - Not a hospital patient
 - Hospital inpatient
 - Hospital outpatient
- ☐ **Upload or attach at the time of order:**
 - Prior authorization (PA) approval documentation, if obtained in advance
 - Insurance-required prior authorization form, if applicable
 - A clinical note that helps demonstrate why the test is medically necessary, including why it's the most appropriate test and how test results could potentially impact medical management
 - All relevant diagnosis codes (ICD-10)
 - A copy of the patient's primary insurance card (front and back)

*Please note: Missing information could result in delayed or canceled testing. If you need to send information after submitting your order, please upload it in the Provider Portal or email the documents to **Support@GeneDx.com**, including the accession or portal order number. If using secure email, please also include patient name and date of birth.*

- ☐ **Sign every test order**, either on the paper test requisition form (TRF) or electronically via the Provider Portal
- ☐ If requesting genetic counseling services, please **complete the [referral form](#)** and email it to **Referral@GeneDx.com**