

UCSF Medical Center - Clinical Laboratories

Institution Account # Set Up Form

The UCSF institution account # is a 16-17 digit alphanumeric code. This account # is used for billing institutional accounts (e.g, hospital). In addition to the account # a non-UCSF MD code is also assigned. This code is used to ensure proper addressing of reports (the non-UCSF MD code uses the institution name, a specific MD name is not required).

Please complete the following information. The contact person for your institution will be provided with the account # and a non-UCSF MD code.

The institution and non-UCSF MD code must be listed on all requests for testing sent to UCSF. If you would like to use UCSF laboratory requisitions which contain your institution account # please contact the laboratory and these will be provided.

Once this form is complete please fax it to the laboratory at the # listed below.

Institution Name:	
Department Name:	
Contact Person for Billing:	
Contact's Phone #:	()
Billing Address:	
Guarantor:	
Mailing Address for Reports:	
Fax # for Reports:	()
Phone # for Specimen Questions:	()

-----To be completed by UCSF-----

Institution Account # assigned: _____

Non-UCSF MD code assigned: _____ Date: _____

Molecular Diagnostics section, Clinical Laboratories
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