



DSHS Laboratory Checklist for THSteps Medical Providers

1. **THSteps laboratory services obtained during a medical checkup are required to be submitted to the DSHS Laboratory.**
 - Austin Laboratory = Newborn Screening, Total Hemoglobin, Lead, Gonorrhea/Chlamydia testing

2. **The following THSteps laboratory services obtained during a medical checkup may be sent to the medical provider's choice of laboratory (Austin DSHS Laboratory or local):**
 - Glucose,
 - Lipid Profile/Cholesterol and HDL,
 - RPR (Syphilis screen),
 - HIV screen
 - Effective 12/1/11, providers with a CLIA Certificate of Waiver may perform initial blood lead testing in the office using point-of-care testing. Testing may be performed using a venous or capillary specimen.
 - Confirmatory tests must be venous specimens and may be sent to the DSHS lab, or the client or specimen may be sent to a lab of the provider's choice.

3. **The DSHS Laboratory provides THSteps specimen collection and shipping supplies for THSteps providers at no cost when specimens are submitted to the DSHS Laboratory.**
 Link to:
 - http://www.dshs.state.tx.us/lab/mrs_forms.shtm
 - Order Form for Newborn Screening Supplies
 - Order Form for Child Health Laboratory Supplies (G-399)
 - Order Form for Gonorrhea/Chlamydia (GC/CT) Laboratory Supplies (G-6C)

4. **THSteps medical providers should verify that the current version of the specimen submission form is used.**
 Use this link to see a sample of the most current THSteps form:
 - http://www.dshs.state.tx.us/lab/mrs_forms.shtm

5. **THSteps medical providers should contact the DSHS Laboratory directly to update submitter information.**

For the Austin Laboratory:

To obtain the Submitter ID Number Request Form to request a Submitter ID Number, new master copies of submission forms, or to update submitter contact information, go to the following website:

http://www.dshs.state.tx.us/lab/mrs_forms.shtm or
 email the following information to LabInfo@dshs.state.tx.us

- Texas Provider Identifier Number (TPI)

- National Provider Identification Number (NPI)
- Provider Name Mailing Address
- City, State, Zip
- Phone Number
- Fax Number
- Contact person name
- Physician Name
- Physician's NPI Number
- Email address

6. The DSHS Laboratory has a Specimen Logistics person to assist with specimen rejection and other laboratory services questions.

Contact by email at Monica.Cepress@dshs.state.tx.us

7. THSteps medical providers can access specimen submission and requirements for specific tests on the DSHS Laboratory website in the Manual of Reference Services (MRS).

Use this link to access the MRS:

- http://www.dshs.state.tx.us/lab/MRS_labtests_toc.shtm

8. The DSHS Laboratory in Austin has web based services that allows medical providers to submit orders and receive test results electronically.

Use this link to learn more or to sign up:

- <http://www.dshs.state.tx.us/lab/remoteData.shtm>

9. THSteps medical providers can be added to an email distribution list that will send regular updates, notices, and helpful tips for THSteps specimen submissions.

Use this link to sign up (click on the link [Sign Up for Email Updates](#)):

- http://www.dshs.state.tx.us/lab/cc_tests.shtm