

VA ADAP Trofile Procedure:

For samples collected at local health departments and sent to LabCorp

1. Review the exception criteria for Trofile and ensure the client meets the requirement for Trofile. The exception criteria follow:

“Nucleoside/Nucleotide Reverse Transcriptase Inhibitor (NRTI) and Non-Nucleoside/Nucleotide Reverse Transcriptase Inhibitors (NNRTI) experienced or contraindicated with a viral load greater than 1,000 copies/ml, and prior experience with one or more Protease Inhibitors (PIs).”

2. Complete VDH preauthorization procedure.

a. Complete VDH ADAP Medication/Lab Exception form. You *must* indicate the date and results of the client’s most recent viral load on the form. Complete VDH Monogram Biosciences Client Consent and Release of Information Form. Fax both forms to the secure VDH ADAP fax number at (804) 864-8050.

b. VDH ADAP will review the form and notify you by fax and phone call if the client is approved for the Trofile draw.

3. Complete the following additional forms:

a. Complete Monogram Test Requisition Form, including “Current Clinical Information, Physician Information, and Billing Information” sections. Under “Billing Information,” check the “ADAP” box.

b. Complete the Labcorp Test Requisition Form. Under the Test Code section, enter “**Trofile 829574.**” Under the comments section, write in “**Bill VDH ADAP.**”

c. Make a photocopy of all forms to maintain with the VDH health department records. Give all original copies to Labcorp.

4. Perform the venipuncture for the Trofile sample.

Collect two PPT (grey top tubes) for the Trofile sample. Sample must be centrifuged and frozen at -20C within two (2) hours of collection. If you don’t have a -20C freezer, place in regular freezer and contact Labcorp client services immediately to inform them you will have a Trofile sample for Monogram that requires transportation on dry ice. This notification will alert your Labcorp courier to ensure he/she has a supply of dry ice when the sample retrieval occurs.

Per Labcorp’s instructions, Trofile draws should only be performed Monday through Wednesdays to ensure optimum delivery conditions. Also, do not perform venipunctures for Trofile during the following four holiday weeks: July 4th, Thanksgiving, Christmas, and New Year’s.

5. Ensure the following forms are given to the Labcorp courier at the time of sample retrieval:

- Photocopy of signed [VDH & Monogram Biosciences Client Consent Form](#)

For complete VA ADAP Trofile, please visit

<http://www.vdh.virginia.gov/epidemiology/DiseasePrevention/Programs/ADAP/support.htm>

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- [Completed Monogram Biosciences Test Request Form](#)
- Completed Labcorp Test Requisition Form from local VDH health department site with the following included on the form-
 - i. Enter under Test Request: **“Trofile 829574”**
 - ii. Enter **“Bill VDH ADAP”** under comments/billing section

6. Please refer any questions you have to Phyllis Morris, Laboratory Liaison, at (804) 864-8000 or Phyllis.Morris@vdh.virginia.gov.

If the VDH health department or the client accidentally receives a bill from Monogram for the Trofile draw, please contact Ms. Morris at (804) 864-8000 for resolution.