

***Trofile Procedure:***

**VDH local health departments to follow when referring an ADAP Trofile client to Labcorp for sample collection**

**1. Review the exception criteria for Trofile and ensure your client meets the requirement. 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,” ensure you check the “ADAP” box. Client will need to take this form along with the Labcorp requisition form and copy of Client Consent Form to the Labcorp draw site.

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

c. Client must take a copy of the VDH Monogram Biosciences Client Consent and Release of Information Form to Labcorp.

d. Make a photocopy of all forms to maintain with your records. Give all original copies to the client to take to Labcorp.

**4. Schedule the venipuncture draw with the Labcorp Patient Service Center (PSC).**

Select a Labcorp PSCs in Virginia, listed on the [VDH ADAP Trofile website](http://www.vdh.virginia.gov/epidemiology/DiseasePrevention/Programs/ADAP/support.htm), or go to the Labcorp website at <http://www.labcorp.com>, indicate you are a provider, then on the right side of the screen, type in your city and state and information for the closest Labcorp sites to you will appear on the screen along with a MapQuest directions link.

**Per Labcorp’s instructions, Trofile draws can only be scheduled Monday through Wednesdays.** Also, do not schedule during the following four holiday weeks: July 4<sup>th</sup>, Thanksgiving, Christmas, and New Year’s.

*For complete VA ADAP Trofile, please visit*

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

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**5. Ensure the client has the forms before leaving your location.**

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

***\*\*\* Remind the client he/she must take the forms with them to Labcorp. Labcorp will not draw the client without the forms, nor will Labcorp staff complete any missing information on the forms.***

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

If you accidentally receive a bill from Monogram for the Trofile draw, please contact Ms. Morris for resolution.

*For complete VA ADAP Trofile, please visit*

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