



2008 Change Form

Please Do Not Send Unless You Have Changes
ONLY fill in changes on this form.

1) **MLE ID** – enter your six-digit MLE ID Number: (**REQUIRED**)

2) **Billing Address** – The address where the invoice statement for your proficiency testing order will be sent. Corrections: _____

 Phone: _____ Fax: _____
 E-Mail _____

3) **Shipping Address** – The address where the kits will be shipped. This address may NOT be a P O Box. Corrections: _____

 Phone: _____ Fax: _____
 E-Mail: _____

4) **Laboratory Director:** _____

5) **CLIA Number:** **D**

6) **Module Changes** – Please list any modules that you wish to add to – or delete from – your testing menu. List **ONLY** complete module additions or deletions. Do **NOT** list analytes. Any additions or deletions must be made at least four weeks before the corresponding ship date for that module.

Module Additions: _____ Module Deletions: _____ Please send me an updated Order Verification.

Please report any individual analytes your laboratory is no longer testing by attaching a note to the **Test Result Form** pages when sending in results for a particular testing event. In most cases, deleting an analyte from your test menu will not affect module orders. If you have questions, please call MLE Customer Service at **1-800-338-2746, option 5, or e-mail us at: mle@acponline.org**

7) **Regulatory Agencies** ADD DELETE

Agency: _____ ID Number Assigned By Agency: _____

8) **Additional Copies** (Name/Address/Phone/Fax/E-mail)

Fax this form to MLE at 202-835-0440, or return by mail following the instructions on the reverse side (or following page).

Ph: _____ Fax: _____
 E-Mail: _____

The person named above is a consultant.

Signature: _____
 Date: _____

Return Address: _____



*Total Commitment to
Education and Service*

Medical Laboratory Evaluation
ACP Services, Inc.
Suite 800
2011 Pennsylvania Avenue, NW
Washington DC 20006-1813

F O L D

Complete the *MLE Change Form* on the reverse side and fold the page in half.
Please tape the open edge closed. Attach appropriate postage and promptly mail to MLE.
Or, you may fax the *Change Form* to MLE at 202-835-0440. ***Thank you!***