



# 2010 Change Form

**Please Do NOT Send Form Unless You Have Changes. ONLY fill in changes on this form.**

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

(REQUIRED) **Make these change(s) for the following event[s]:**  **M1**  **M2**  **M3**

(REQUIRED)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

<b>Regulatory Agencies</b>	
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	
Agency: _____	
ID # Assigned By Agency: _____	
<b>Additional Copies</b>	
Name: _____	
Address: _____	
_____	
Ph: _____	Fax: _____
E-Mail: _____	
<input type="checkbox"/> The person named above is a consultant	

**NEW Billing Address** –Address where the invoice will be sent.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**NEW Shipping Address** – The address where the kits will be shipped. This address may NOT be a P.O. Box

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**NEW Laboratory Director:** \_\_\_\_\_

**NEW CLIA Number:**   **D**

Enroll the lab in **“Automatic Renewal”**

**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 OR by faxing a test deletion form. It is not necessary to send this form and a test menu deletion form, your test menu will be adjusted based upon your order deletions. In most cases, deleting an analyte from your test menu will not affect module orders. Questions? Call MLE Customer Service at **1-800-338-2746, option 5, or e-mail: [mle@acponline.org](mailto:mle@acponline.org)**

Return Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medical Laboratory Evaluation  
American College of Physicians  
Suite 700  
25 Massachusetts Avenue, NW  
Washington DC 20001-7401

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**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!***