

How To Order

If you would like assistance with designing the most economical order or have questions about our service or your order, contact MLE for assistance at 1-800-338-2746, option 5, or send us an e-mail at mle@acponline.org.

Order Online with Ease!

www.acponline.org/mle

- Click on the “Enrollment info” link.
- Click on the “2010 MLE PT Order Form” link.
- Complete the electronic form. It will calculate pricing for you. Once you submit the form, it will provide you with a summary of your order to print for your records. That’s it!

If you are ordering an educational resource, click on the Educational Resources link.

Order By Fax

Complete the PT order form insert (or the Educational Resources order form). Fax your completed order form to MLE: 202-835-0440. If using a PO, please fax a copy of it with the order form.

Order By Mail

Complete the PT order form according to these instructions and mail it to the address printed on the form.

Note: Purchase Orders (PO) must be accompanied by a renewal form or order form. POs by themselves will not be accepted.

PT Order Form Instructions

Enroll in MLE by **December 18, 2009**, to ensure you receive shipments for the entire year. You may enroll any time after the first event at a prorated cost depending on the availability of specimens.

Using the PT Order Form

Formulate Your Order

Review the catalog to determine the products which best meet your proficiency testing (PT) needs.

Note any instructions that refer to specific regulatory requirements or instrument/method compatibility. Choose the product most appropriate for your testing needs. **Please pay close attention to instrument compatibility notes when selecting hematology modules and coagulation modules.**

Top Section

Complete the PT order form (last page of catalog).

1. Indicate whether you are new to the MLE program or renewing your enrollment.
2. Print the address of the location where the invoice statement should be mailed (“BILL TO”).
3. Print the name of the laboratory director.

4. Enter the laboratory’s CLIA identification number. If you do not know your CLIA identification number, contact your CMS Regional Office.
5. Print the address of the location where the proficiency testing specimens and program paperwork should be shipped (if different from the “BILL TO” address). We will send the PT specimens via one-day express delivery to the “SHIP TO” address. For this reason, we cannot deliver specimens to a PO Box, so please provide a complete street address.
6. Designate the regulatory agency(ies) or lab consultant(s) to receive a copy of your PT results by checking the appropriate box. Don’t forget to include the COLA or state agency number assigned to you, if applicable, and the name, address, and phone number of any other persons who should receive a copy of your results.
Indicate “Auto Renewal”.
Indicate “Express Evaluation Reports”.
7. Indicate a module number, description, quantity, and price. Quantity of “1” includes a full year of shipments.

Method of Payment

8. Specify the method of payment by checking the corresponding box.

Enroll now to ensure the availability of specimens for the 2010 program year. We will not bill you until November. Subsequent enrollments will be billed within 1 week after activation and are payable within 30 days.

Invoice Option: FAX (202-835-0440) the order form or MAIL it to the Washington, DC, address listed on the form. Billing terms are normally net 30 days from the date of invoice.

Credit Card Option: FAX (202-835-0440) the order form or MAIL it to the Washington, DC, address listed on the form. Check VISA or MasterCard, indicate the card bearer’s name, card number, and signature and the expiration date.

Check Option: MAIL the order form and check to the Philadelphia address listed on the form.

Purchase Order (PO) Option: FAX (202-835-0440) the order form or MAIL the order form and a copy of the PO to the Washington, DC, address listed on the form.

Billing terms are net 30 days from the date of invoice.

Amount Due/Discounts

9. Add the cost of all the items you checked to the annual administration fee of \$75.

Enter the total amount in the box. If you qualify for an MLE ADVANTAGE discount, please check the appropriate box and provide the appropriate information.

Next Step

- Photocopy the order form for your records.
- Within two weeks, you should receive an “Order Verification” confirming receipt of this order. **If you do not receive the order verification within two weeks, please contact us immediately.**

The MLE products you order may contain pathogenic material. By returning the order form, you assume all risk and responsibility in connection with the receipt, handling, storage, use, and disposal of the products.

Frequently Asked Questions

1. Automatic Renewal Option: I do not want to worry about whether we are enrolled from year to year. Do you have an automatic renewal option?

We sure do! By checking the Automatic Renewal box on the PT order form or your renewal form, you will never again have to worry about proficiency testing enrollment or placing your order for a new program year. We will automatically re-order the modules in which you participated the previous year, generate an order verification for your review, and send an order change form should you wish to add or delete modules from your renewed order. Simple. Easy. And best of all, one important management detail that you never have to worry about again! See the "Cancelling an Automatic Renewal Order" section for more information.

2. When to Order: When does my order have to be submitted to ensure availability of the modules I ordered?

We encourage you to enroll in MLE as soon as you can to guarantee product availability. Enrolling by December 18, 2009, will ensure that you receive shipments for the entire year. Remember, payment is not due until 30 days AFTER enrollment. (Enroll any time before November and we will not invoice you until November.)

You may enroll any time thereafter at a prorated cost depending on the availability of specimens. For every missed event that you are not enrolled, 1/3 of the module price is deducted. The annual administration fee remains. Note: The online ordering form automatically displays prorated prices. See question 4 for more details on prorated pricing.

3. Individual International Orders: I live outside the United States and Canada and I am not with a distributor of MLE in my country. Please tell me about the shipping process.

Individual laboratories outside the U.S. and Canada are subject to a minimum \$50 fee per shipment to cover shipping costs. Some destinations may be subject to additional S/H. Contact MLE Customer Service for specific shipping pricing information. Additionally, MLE cannot replace kits that are delayed or refused entry into your country. We will not issue credit or refunds on such shipments.

When enrolling in any of the MLE modules that involve hazardous material, laboratories outside the U.S., including Canadian laboratories, must send to MLE any copies of the necessary valid permits for attachment to each shipment. The shipments will not be sent without required documentation.

Freight charges are not included in the commercial pricing. You will be invoiced for freight charges AFTER each shipment. These charges are due BEFORE your evaluation is mailed.

4. Order Changes: Can I change my order at any time?

Sure! We make every effort to accommodate new orders or order changes throughout the year, subject to product availability. See "New Orders or Additions" and "Cancelling a Module" for more information.

5. Irregular Order Frequency: Can I order modules outside my regular order? If so, do I have to be an MLE participant to order modules from you?

Proficiency Testing is available upon request at any time during the program year (subject to product availability). Those enrolled with other PT providers are welcome to call upon MLE for help with reinstatement and compliance emergencies. See page 16 for details on off-schedule testing.

6. Needing Assistance: What if I need help with my order, testing, or regulations? Who can I turn to for immediate service?

Our friendly and knowledgeable MLE Customer Service Representatives are available to assist with order selection, billing, address/name changes, order changes, and regulatory information. Additionally, experienced laboratory professionals will guide you through technical issues, interpretation of your results, and steps necessary for corrective action.

Changes/Cancellations

New Orders or Additions

All new orders must be submitted in writing to MLE. All changes to an existing order must be submitted in writing to MLE before they can be entered into the order processing system. Please send your order or order changes in writing at least four weeks prior to the next shipping date to avoid additional shipping fees. MLE ships three times per year. You may enroll throughout the year.

Note: The MLE catalog lists prices for the full year. After the first event, module pricing is prorated. If you add a module less than four weeks prior to the next shipping date, you MAY be subject to a "rush order" fee. Call MLE Customer Service at 1-800-338-2746, option 5, for more information.

Cancelling a Module

If we receive your written request for cancellation of a module(s) at least four weeks prior to the next shipping date, you will not be held accountable for payment of the module for the remaining shipments. Unless otherwise requested, we will credit your account for that amount and the credit will be applied to additions to your order or toward enrollment for the next year.

If you cancel a module less than four weeks prior to the next shipping date, you are financially responsible for the cost of the module for the next shipment. You will NOT be financially responsible for subsequent shipments. For example, you cancel (in writing) a module on January 4, 2010. The first shipment (M1) is scheduled to be shipped on February 1, 2010. You are responsible for the cost of the module for M1 but not for M2 or M3.

Cancelling an Analyte

Please submit a "Test Menu Deletion" form if your laboratory reported tests during the previous event that have since been discontinued, but you are not cancelling the module. Download the form at www.acponline.org/mle/enroll.htm, scroll to "Forms", or copy the form in your MLE Program Guide, p. 32.

Cancelling the Entire Order

We will refund any charges for unshipped specimens if we receive notification in writing four weeks prior to the next shipping date. Once we have shipped orders for pipettes, we cannot cancel the order or refund the cost. The annual administration fee is non-refundable.

Cancelling an Automatic Renewal Order

If you are enrolled in Module 116 (automatic renewal) and wish to cancel your entire order, you are required to contact MLE in writing **NO LATER THAN December 18, 2009**, to avoid any charges for the upcoming year.

MLE Proficiency Testing Price List

Code/Description	*Full Year	Code/Description	*Full Year	Code/Description	*Full Year
HEMATOLOGY					
210/Hematology	\$171	644/Urine Culture/Strep Antigen	\$240	NEW! 790/Anti-HIV W	\$132
211/Basic Hematology	\$159	645/Urine/Throat Culture	\$240	NEW! 791/Anti-HIV	\$300
212/Hemoglobin/Hematocrit	\$138	646/GC Culture	\$240	CHEMISTRY	
213/Hemoglobin/Hematocrit W	\$111	647/Urine Culture/Presump.ID/CC	\$279	810/Chemistry	\$294
215/Hemoglobin/Glucose—HemoCue	\$126	648/Colony Count	\$180	811/Cholestech W Chemistry	\$144
223/Abbott 5-Part Diff	\$279	649/Presump.ID/CC/Strep A Antigen	\$267	812/Piccolo Waived Chemistry	\$180
224/Sysmex 3-Part Diff	\$207	650/Gram Stain	\$150	813/Comp. Metabolic Panel	\$222
225/Hematology 3-Part Diff	\$207	652/Throat Culture/Urine Presump ID	\$279	814/Basic Metabolic Panel	\$171
226/Hematology 5-Part Diff	\$279	654/GC Culture A	\$96	815/Hepatic Profile	\$192
227/QBC Hematology	\$279	660/Strep A Antigen Detection	\$141	816/Hepatic Profile A	\$36
228/Hematology 5-Part diff- ACT 5 & Pentra 60C+	\$279	662/Strep A Antigen W	\$84	817/i-STAT Chemistry 1	\$342
229/Hematology 5-Part diff-Sysmex XE/XT	\$279	668/Affirm VP Antigen Testing	\$357	818/i-STAT Chemistry 2	\$201
230/Blood Cell Id A	\$27	670/Chlamydia (EIA, DNA)	\$270	819/Chemistry 1	\$168
231/Blood Cell Id	\$90	673/Chlamydia A	\$114	820/Chemistry 2	\$198
240/Reticulocyte Count	\$180	675/Chlamydia/GC (EIA, DNA)	\$297	821/Chemistry 3	\$228
247/Sed Rate	\$141	678/Dermatophyte Screen	\$153	822/Add'l Chemistry	\$36
248/Sed Rate-Sedimat15	\$141	680/Resp. Antigen Det. W	\$156	823/Enzyme Chemistry	\$36
250/Body Fluid/Cell ct/Cryst	\$138	681/Resp. Antigen Detection	\$249	824/Thyroid Profile	\$204
COAGULATION					
320/Coagulation	\$150	682/C. diff/Rotavirus Ag Det.	\$219	825/Thyroid Profile A	\$45
321/Prothrombin Time	\$141	683/Giardia lamblia/ Cryptosporidium Ag Det	\$201	826/Lipid Profile	\$198
325/CoaguChek S Pro Time	\$189	686/Legionella Antigen Detection	\$156	827/Lipid Profile A	\$36
327/CoaguChek S Pro Time W	\$126	687/Strep Pneumoniae Antigen Det.	\$156	829/Apolipoproteins	\$108
328/i-STAT Pro Time	\$216	690/Parasitology	\$201	830/TDM	\$198
329/ITC Pro Time W	\$126	695/MRSA Screen	\$237	831/TDM A	\$45
330/CoaguChek XS PLUS	\$189	IMMUNOLOGY			
BLOOD BANK					
451/ABO & Rh Factor (D Type)	\$267	750/Immunology	\$228	NEW! 832/i-STAT Chemistry W	\$138
452/Blood Bank I	\$531	751/Rheumatology	\$156	835/Serum Alcohol/Acetone	\$201
453/Blood Bank II	\$549	755/Infectious Mono W	\$87	836/Ammonia	\$135
URINALYSIS					
530/Urinalysis	\$78	756/Tear Lactoferrin	\$108	841/Neonatal Bilirubin	\$195
531/Urinalysis Dipstick	\$60	757/Tear IgE	\$135	842/Direct Bilirubin A	\$30
532/Urine Sed Id	\$87	761/Infect Mono/Rheumatoid Factor	\$213	NEW! 843/Direct Bilirubin	\$84
533/Urine Sed Id A	\$18	762/Infectious Mono	\$150	845/Cardiac Markers	\$159
534/PPM	\$90	763/Rheumatoid Factor	\$150	846/BNP	\$180
535/PPM A	\$21	764/CRP	\$87	847/Blood Gases	\$264
536/Microalbumin—Quant A	\$72	765/HS-CRP	\$87	848/Biosite Triage Cardiac Panel	\$351
537/Fecal Occult Blood A	\$66	766/ANA LATEX	\$144	850/Glycohemoglobin	\$138
538/KOH Slides	\$114	767/ANA (ELISA/IMMUNO ONLY)	\$144	851/Afinion Glycohemoglobin	\$138
539/Microalbumin	\$84	768/Complement C3, C4	\$171	855/Fructosamine	\$135
540/Urine hCG A	\$18	769/Immunoglobulins, IgG, IgA, IgM	\$162	NEW! 856/Blood Oximetry	\$225
541/Urine hCG	\$42	770/Specific Allergen Testing	\$315	NEW! 857/Blood Oximetry A	\$90
542/Fecal Occult Blood	\$75	771/Rubella	\$147	859/PSA A	\$36
NEW! 550/AmniSure Fetal Memb. Rupture	\$243	772/Syphilis Serology	\$162	860/Endocrinology/Hematology/Oncol	\$174
MICROBIOLOGY					
630/Bacteriology 1	\$252	773/Diagnostic Allergy	\$315	861/PSA	\$93
640/Bacteriology 2	\$243	774/Lyme Disease Serology	\$198	862/Tumor Markers	\$354
641/Throat Culture	\$240	775/Viral Markers	\$345	863/Endocrinology 2	\$156
642/Throat Culture/Strep A Antigen	\$240	776/CRP A	\$45	NEW! 864/Thyroid Antibodies	\$195
643/Urine Culture	\$240	NOT HIGH-SENSITIVITY	\$45	865/Serum hCG	\$150
		777/HS-CRP A	\$48	866/Serum hCG A	\$75
		778/ANA A (LATEX ONLY)	\$87	868/Urine Drug Screening—Qual	\$168
		779/ANA A (ELISA/IMMUNO ONLY)	\$87	870/Whole Blood Glucose	\$231
		780/H. pylori Antibody Det	\$132	871/Whole Blood Glucose W	\$132
		781/Mycoplasma Antibody	\$114	880/Add'l Chem Testing Material	\$93
		782/ANA Expanded	\$204	901/Waived and PPM Package	\$186
		783/ANA Expanded A	\$147	100/Annual Fee (Includes Binder)	\$75
				LAB SUPPLIES	
				121/1mL Pipette	\$20
				126/Pipette Pump	\$24

W=Waived • **A**=Add-On • *Enroll after the 1st event and prices are prorated by 1/3 per event.

2010 MLE PT Order Form

- 1** New Enrollee
 Renewing Participant: MLE ID # _____

2 Bill To: (please clearly print or type)

Contact _____
 Facility Name _____
 Address _____

 City _____ State _____ ZIP _____
 Country (other than U.S.) _____
 Phone _____ Fax _____
 E-mail _____

3 Lab Director _____

4 CLIA ID # _____

Activate Auto Renewal at no charge.
 (see page 17 for details)

5 Ship To: (no PO boxes for kit delivery)

Same as "bill to" address.
 Contact _____
 Facility Name _____
 Address _____

 City _____ State _____ ZIP _____
 Country (other than U.S.): _____
 Phone _____ Fax _____
 E-mail: _____

Ship kit to different address (attach information)

6 Send a copy of my PT results to:

- CMS COLA—ID # _____
 State Agency—ID # _____
 Other (attach name, address and phone number)

Express Evaluation Reports. Do not mail my reports.
Instead, e-mail them to the e-mail address below:

7

Quantity	Module #	Description	Price	Ext.	Quantity	Module #	Description	Price	Ext.
2	210	Hematology Module	\$168	\$336					

Start here

Please note: Cancel a module IN WRITING up to 4 weeks prior to the upcoming shipment to avoid being charged.

The MLE products you have ordered may contain pathogenic material. By returning this order form, you assume all risk and responsibility in connection with the receipt, handling, storage, use, and disposal of the material.

FOR MLE USE ONLY

8 Method of Payment

(Tax ID # 23-1520302)
 Check (payable to ACP/MLE)
 U.S. funds drawn on U.S. bank disclosure
 Purchase Order # _____
 Send Invoice Charge to: VISA MasterCard
 Card # _____
 Exp. _____
 Name _____
 Signature _____

WITHOUT check:

Medical Laboratory Evaluation
 Suite 700
 25 Massachusetts Avenue, NW
 Washington, DC 20001-7401

9 Amount Due

Total Cost of Items Above = \$ _____
 – Applied Discount Amount \$ _____
 Subtotal = \$ _____
 + Annual Administration Fee \$ **75** _____
 Total Amount Due = \$ _____

ADVANTAGE Discounts

- (offers cannot be combined)
Ongoing Discounts
 1—MLE + ACP Membership - SAVE \$75
 ACP Member No. _____
 2—NEW MLE + COLA Member - SAVE \$75
 3—NEW COLA, MLE, ACP Member - SAVE \$75 + 10%
 ACP Member No. _____
 4—Multisite Organization - SAVE 10%
 Management Group Code _____
 5—Consultant-SAVE 10%
 Consultant Code _____
 8—Federal Agency - SAVE 15% (U.S.)
 25% (Outside U.S.)
One-Time Discounts
 9—Recruit 1, Waive 2 - SAVE \$75
 Referring lab's MLE ID # _____
 13—Former MLE Participant - SAVE 10%
 14—First year with MLE - SAVE \$75

Mailing the Order Form/Renewal Form

WITH check:

R0800
 ACP/MLE
 PO Box 7777
 Philadelphia, PA 19175-0800

FAX this form to: 202-835-0440
(call 1-800-338-2746, option 5,
to confirm receipt of fax)

MLE ADVANTAGE Discounts



New incentive offer for independent laboratory consultants.
For details, contact MLE Customer Service at 1-800-338-2746, option 5 or mle@acponline.org.

MLE ADVANTAGE Discounts—Your Solution to Savings Starts Here!

Review the table below to see if you qualify for any of the ADVANTAGE offers. Then, simply check the appropriate ADVANTAGE box and complete any other required information on the online or hard copy PT Order Form.

ADVANTAGE Number / Savings	Eligibility Requirements	Description
Ongoing Discounts (applied each year)		
1 Save \$75	<ul style="list-style-type: none"> • Current in or new to MLE and ACP 	ACP Members
2 Save \$75	<ul style="list-style-type: none"> • New to MLE <i>and</i> current in or new to COLA 	COLA Members (see page 20)
3 *Save \$75 PLUS 10%	<ul style="list-style-type: none"> • Current in 2 of the organizations and new to the 3rd organization 	ACP Members and COLA Members (see page 20)
4 *Save 10%	<ul style="list-style-type: none"> • Current in or new to MLE • Must have 3 or more enrolled labs 	Multisite
5 *Save 10%	<ul style="list-style-type: none"> • Current in or new to MLE • Must indicate independent consultant 	Consultant affiliation
8 *Save 15% in U.S. or 25% outside the U.S.	<ul style="list-style-type: none"> • Current in or new to MLE 	State and Federal agencies worldwide
One-Time Discounts (applied for 2010 program)		
9 Recruit and Recruiter save \$75	<ul style="list-style-type: none"> • Enrolled lab and new lab must be enrolled for 2010 	Recruit a new lab (see page 20)
13 Save \$75	<ul style="list-style-type: none"> • Not enrolled in MLE for 2009 	Former MLE participants
14 Save \$75	<ul style="list-style-type: none"> • Never enrolled in MLE 	New to MLE

*Percentage discounts are applied to module pricing only.

Note: Select the eligible offer that provides the greatest discount. We are unable to apply more than one ADVANTAGE offer.

Price matching also available. See pages 18 and 19.