



Advancing Excellence

# Test/Activity Menu Maintenance Form

Fax completed forms to 847-832-8171

## Step 1: CAP Number and AU ID Number (Required)

CAP #

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AU ID #

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## Step 2: Instructions

- Changes to the laboratory's Activity Menu will not result in changes to your CMS regulatory reporting selections for proficiency testing. For CAP proficiency testing participants, a current CMS Analyte Reporting Selections report can be viewed online through e-Lab Solutions or obtained by calling 800-323-4040, option 1.



Do not use this form to order or cancel proficiency testing products/surveys.  
Do not use this form to make changes to method codes for proficiency testing surveys.  
To make the above changes call 800-323-4040, option 1.

- This form is for CAP accredited laboratories to make changes to their activity/testing menu.
- Use the CAP Master Activity Menu to locate activity codes.

Add/Delete	Test/Activity	Activity Code	Lab/Dept Section	Effective Date M M / D D									
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## Step 3: Authorization Information (Signature required)

Laboratory Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

Email \_\_\_\_\_

Office/Routing

☐ LAP ☐ CDM ☐ CCC

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