

This guide is designed to help you complete the Tempus Requisition form. The most updated form can always be found at [tempus.com/resources](https://tempus.com/resources).

The diagram shows a schematic of the Tempus Requisition Form. At the top left, it is titled "TEMPUS | REQUISITION FORM". The form is divided into several sections, each labeled with a circled letter: Section A is a box for Patient Information; Section B is a box for Ordering Physician Information; Section C is a large box for Testing Options; Section D is a box for Specimen Retrieval; Section E is a box for Current Diagnosis; Section F is a box for Billing Information; and Section G is a box for Physician Signature. There are also several smaller boxes and lines for additional information.

Page 1

## Questions?

Please contact your local Tempus Sales Representative or our Customer Success team at 1-800-739-4137.

You can submit orders via fax (800-893-0276), by emailing [support@tempus.com](mailto:support@tempus.com), or by using the online order form on the Tempus Portal.

### **A** Patient Information

Last, First, Middle Name: Use complete, legal names with hyphens. Do not use nicknames. Email address is required to send Financial Assistance information. Please include demographics sheet.

### **B** Ordering Physician Information

Ordering Physician: Provide full legal name and NPI #.

Account #: Your local Tempus Sales Representative will provide this number during the onboarding process. If you have any questions, please contact our Customer Success team.

### **C** Testing Options (see next page for details)

For more details about the tests, please refer to [tempus.com/resources](https://tempus.com/resources).

Add xF Liquid Biopsy (concurrent testing) — *in left panel*

- Select this box to order an xF liquid biopsy test to be run concurrently with your xT Solid Tumor + Normal test.
- This xF Liquid Biopsy test uses the same blood specimen as the normal match. No additional blood draw is required for any xF order placed within 21 days.

Conversion to xF Liquid Biopsy — *in right panel*

- Conversion occurs when the solid tumor specimen does not have sufficient tissue (quality or quantity) to sequence.
- Conversion is available only when a blood specimen is provided as the normal.

For PD-L1 IHC testing, you can select more than one clone if needed.

### **D** Specimen Retrieval (see next page for details)

### **E** Current Diagnosis (see next page for details)

Please include a clinical history/progress notes and pathology report, or complete this section in its entirety. You can submit clinical records in your fax submission or online order through the Tempus Portal. Please include ICD-10 Primary Diagnosis Code(s).

### **F** Billing Information (see next page for details)

Patient status (for Medicare patients): Please complete this section. If the patient has Medicare - Part B coverage and the specimen is collected during an inpatient stay, please write the discharge date in the Patient Status (for Medicare patients) box. If the patient has not yet been discharged, write "not yet." You can also include a copy of the patient's insurance card with your order.

### **G** Physician Signature

Make sure to complete both printed and signature sections.

Please make sure to fill out patient information on Page 2 as well as Page 1.

- I Phenotypic Attributes and Clinical Information** (see below for details)
- J** Please include a clinical history or progress notes and pathology report, or complete this section in its entirety. You can submit clinical records in your fax submission or online order through the Tempus Portal.
- K Additional Physician to be Copied**  
Use this section to add any physicians who should receive a copy of test results.
- L Consent to Test** (only in certain states)  
Please ensure that all fields are completed for the order: patient signature, printed name, and DOB. Failure to provide patient signature could delay processing of your order and report delivery.

Page 2

## Supplemental Information

- C Testing Options**
  - **HRD:** Homologous Recombination Deficiency Test
  - **PD-L1 IHC:** 22c3 default, 28-8 and SP-142 options
  - **MMR IHC:** Mismatch Repair IHC
  - **xT Hematologic Malignancy:** Common types — Lymphoma, Leukemia, and Myeloma
  - xT Solid Tumor + Normal tests are converted to xT Solid Tumor Only tests if a paired normal sample is not received. In addition, any HRD test order will be canceled.
  - **Conversion to xF Liquid Biopsy**
    - **Convert to xF immediately:** Tempus will convert the xT Solid Tumor + Normal order to an xF order if we do not receive the solid tumor specimen after initial request.
    - **Convert to xF after additional tissue request:** Tempus will make one additional request for the solid tumor specimen before converting the order to an xF order. This request process can add processing time for your order.
- D Specimen Retrieval**
  - **Option 1:** Specific specimen requested — If the specimen you requested cannot be tested, Tempus will let the submitting pathologist choose a subsequent specimen for testing.
  - **Option 3:** Biopsy to be scheduled for [date] — Include the expected biopsy date to help Tempus schedule contact and tissue transfer with the pathology lab.
  - **Check box: Check here if the path lab is not part of the treatment team**
    - Unless you check the following box, you confirm the pathology lab is part of the treatment team and may receive a copy of test results upon its request to Tempus.
- D Specimen Retrieval** (continued)
  - **Check box: Mobile Phlebotomy**
    - Tempus has partnered with an external vendor to provide mobile phlebotomy services to patients who are unable to visit their provider for a blood draw. Eligible patients are those who live too far from their provider's phlebotomist, whose provider does not offer in-office blood draws, or whose condition makes it unsafe for them to travel for a blood draw.
    - For xT Hematologic Malignancy: Mobile Phlebotomy option is only applicable when peripheral blood is selected, and for diseases with a circulating component (e.g., AML, MDS, MPN, CLL, T-PLL).
    - For detailed information, please refer to the specimen instructions.
- E Current Diagnosis**
  - Completion of this section can decrease the time to return test results and can result in more comprehensive identification of potential therapies and clinical trials for your patient.
- F Billing Information**
  - Completing this section will reduce additional outreach for insurance and payment information, and is required to prevent delay in delivery of testing results.
  - Note: Tempus has a financial assistance program to help provide access to testing for patients in financial need. Visit [tempus.com/billing-faqs](https://tempus.com/billing-faqs) for more information on payment and financial assistance. To apply for financial assistance, visit [access.tempus.com](https://access.tempus.com).
- I Phenotypic Attributes**
  - Completion of this section can decrease the time to return test results and can result in more comprehensive identification of potential therapies and clinical trials for your patient.