

Proficiency Testing (PT) Checklist

	Ordering Procedures	Completed	Not completed
1	Once the PT renewal packet is received it will contain a renewal form, a catalog of the upcoming year, and a calendar of event.		
2	Note DUE DATE for submitting completed Proficiency Test Orders (faxed or mailed)		
3	Review the renewal form to assure it contains the most current information: a-Correct proficiency test number b-Correct laboratory name and address c- Current laboratory contact (shipping, and/or billing) d- Consultant contact information (CQI office information)		
4	Make note of any addition or deletion of proficiency test surveys as necessary (due to addition or deletion of test)		
5	Complete all necessary PT order information (contact and Director information as required)		
6	Arrange for payment by PO#, Check, etc., to be submitted with renewal packet.		
7	Make copies of all paperwork.		
8	Submit original order form along with payment.		
9	Each Proficiency provider will follow up with an order confirmation. Upon receipt review that there are no discrepancies from the original order.		
10	If discrepancies are found, immediately contact the proficiency test provider.		
11	Fax a copy of the confirmation form to the CQI Office at 614-7475		