

SO 1.90 Test Utilization Management Review Process

Purpose

This procedure provides instructions for the TEST UTILIZATION MANAGEMENT REVIEW PROCESS. Active utilization management is an important piece to reduce the risk to patients from inappropriate send out test orders and to minimize unnecessary expenses for the laboratory.

Policy Statements

- This policy describes a program for send out utilization management involving a rotation of genetic counselors, pathology, and laboratory staff who handle send out testing. The Medical Director or other designee will review appropriate genetic testing requests, will oversee the process, and assist when necessary.
- Orders which meet the defined criteria below are flagged as “utilization management” and require review.

Criteria for Tests under Utilization Management:

1. All genetic testing (including panels, whole exome or whole genome testing) except for Cytogenetics tests or tests that meet the exclusion criteria on [SO 1.92 Genetic Test Utilization and Approval](#)
2. International Testing (review by pathologist only)
3. Requests to send tests which are performed in-house (review by pathologist only)
4. Requests to send to a non-preferred laboratory (non-genetic testing review by pathologist only)

Materials

Supplies
<ul style="list-style-type: none"> • Sunquest MIQ (lists costs) • Email template for “test review” • Price lists/fee schedules from various reference laboratories

Procedure

Follow the activities in the table below for TEST UTILIZATION MANAGEMENT REVIEW PROCESS.

Step	Action	Related Document
1	Clinician places order.	
2	Send out staff will utilize the Criteria for Tests Under Utilization Management to identify tests requiring review.	
3	Send out staff will complete an email template for test review. The template includes the following information: <ul style="list-style-type: none"> • Patient Name (last name, first name) • MRN • Diagnosis • Ordering provider (last name, first name) • Date of collection/order • Test name • Reference lab • Price of test (cost to Children’s) 	

4	Complete the information requested in the template. Save the completed template on the desktop using the patient's last name, first name. Send out staff will send an email to GC Team or Pathologist with the following in the subject line: STP/MIN - Lastname, Firstname Test Review Request	
5	Reviewer will review the test for appropriateness and, if deemed necessary, will contact the ordering clinician to recommend changing/cancelling the order, or ordering the test reflexively.	
6	Reviewer will notify the Send Out staff of the outcome by email.	

Procedural Notes

1. The Medical Director is available for assistance if a clinician has problems or questions, or if there are a large number of cases to review and the GC Team lacks sufficient time.
2. A designated pathologist specializing in molecular testing will review exome or genome testing requests. If this pathologist is not available, the Medical Director or Associate Medical Director will review these requests. If none are available, the on-call pathologist may review these requests. Children's Genetics is the only department approved to order exome or genome testing at this time.
3. If a test is orderable (built) in the laboratory system and a clinician requests it to be performed at a different reference laboratory, the test must be sent to the stated lab unless there are extenuating and atypical circumstances.

References

1. Pediatric Laboratory Utilization Guidance Services (PLUGS). Seattle Children's Hospital. August 2013.
2. Paxton, Anne. *How Labs Are Taming Test Utilization*. CAP Today. June 2013.

Approval Workflow

Support Services/Laboratory Director

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	Lisa Kappenman	09/09/2013	Initial Version
2	Lisa Kappenman	09/10/2013	Updated email template and process
2	Lisa Kappenman	09/12/2013	Updated hyperlinks
3	Douglas Shambo	05/22/2015	Changed title, updated doc to reflect new process through GC Team and Lab Sendouts groups
4	Sandra Tekmen	11/01/2024	Omitted database tracking, omitted link to outdated Word document template, clarified that exome/genome testing is reviewed by molecular pathologist, updated logo.