

Methodist Health Services Corporation & UnityPoint Health Methodist Proctor Laboratory 7000 ADMINISTRATION	Page # 1 of 1	Section: Regulatory & Administrative	Policy #: 02.006 Formally: B - 6
	Approved by: see signature block at end of document		Date: 1/27/16
	Date Revised: 1/27/16, 4/10/14, 6/1/12 7/27/10, 9/1/08, 4/19/06, 8/25/04, 12/13/2001, 4/17/2001		
	Date Reviewed:		
	Policy/Revision Submitted by: Richard Borge		
JCAHO Standard: NA			
POLICY: Review Standing Orders for Validity and Medical Necessity			

I. POLICY:

It is the policy of the Methodist Medical Center Laboratory to require regular renewal of standing orders.

II. PURPOSE:

To review standing orders for validity and medical necessity.

III. POLICY SCOPE:

Applies to any standing orders for lab testing.

IV. GENERAL INFORMATION:

- A. Standing orders will automatically be deleted from the system after a twelve (12) month period. Renewal will require a new authenticated order that includes diagnostic information.
- B. All laboratory tests performed are to have current physician orders including physician signature on file.
- C. When a physician requests standing orders on a patient, the following procedure is initiated to ensure that orders are renewed on a semi-annual basis.
- D. If a patient presents without a renewed standing order, then follow the Medical Necessity Policy.

V. PROCEDURE:

- A. Standing orders will be regularly reviewed for expiration.
- B. If review indicates that an order is about to expire, a letter (see attached) will be sent to the ordering physician asking if the order should be renewed, revised or canceled.
- C. If the physician wants the order to be renewed, a new written order with appropriate diagnostic information must be submitted to the appropriate MMCI location.
- D. A copy of the new or renewed standing order is faxed to scheduling to be scanned on the Share drive.
- E. Patient registration personnel will call for all renewals.

VI. MAINTENANCE AND STORAGE

- A. All policies and procedures are reviewed every two years, (except for Safety procedures which are yearly) by Laboratory Administration and or the Medical Director of the Laboratory or designee when there are changes in practice standards, or requirements.
- B. All policies and procedures are reviewed every two years (except for Safety procedures which are yearly) by staff or at the time new or revised ones are put in effect.
- C. All policies are retained 8 years after being discontinued or revised.
- D. All procedures are retained 2 years after being discontinued or revised

REVISION HISTORY (began tracking 2014)			
Rev	Description of Change	Author	Effective Date
1	Added policy scope and add responsibility of patient registration to call for renewal testing.	R. Borge	4/10/14
2	Reviewed and combined for both campuses	R. Borge	1/27/16

Coordinator/Manager	Date	Medical Director	Date
		<i>Richard J. Borge</i>	4/10/14
		<i>Richard J. Borge</i>	1/27/16



UnityPoint Health

Methodist | Proctor

221 Northeast Glen Oak
Peoria, Illinois 61636-0002
309-672-5522

Date:

Dear Doctor _____

Review of our records indicates that your patient _____

currently has a standing order for the following test(s): _____,
_____, _____.

The patient last presented for this test on _____ and the standing order expires on _____.

Medicare requires that all test orders, including standing orders, contain an appropriate ICD-10 code as documentation of the medical necessity of all tests. We ask that you Supply us with further documentation of the medical necessity of the above mentioned Standing order prior to the expiration date.

If you wish to continue this patient's standing order or if you wish to revise it due to changes in the patient's medical condition, please supply this office with a written request on or before _____. Please include the appropriate ICD-10 code as well as the expiration date of the reauthorized order (not to exceed 6 months). If you wish to cancel the standing order, please check the box below and mail or fax a copy of the letter back to this office.

You can fax your reauthorization or cancellation to us at 309-672-4164. If we do not receive a response to this request within 30 days, we will consider the order expired and discontinue the standing order. We also remind you to notify us immediately should this patient leave your care.

Thank you for your prompt attention to this matter.

 I wish to cancel the above referenced standing order.

Signature _____ Date _____