

Methodist Health Services Corporation & UnityPoint Health MethodistProctor Laboratory 7000 ADMINISTRATION	Page # 1 of 2	Section: UPPIA LA: Regulatory & Administrative	Policy #: 02.014 Formerly: B-14
	Approved by: see signature block at end of document		Date: 1/15/16
	Revised: 1/13/14, 2/16/12, 2/16/11, 7/11/10, 2/25/10, 9/1/2008, 5/10/06, 1/03/03, 6/19/2000, 5/14/97, 12/28/95, 12/1/95		
	Reviewed: 1/15/16		
	Policy/Revision Submitted by: Richard Borge		
	CAP Standard: NA		

POLICY GUIDELINE ON: Courtesy Testing, Physicians Orders and Wellness Screening

I. POLICY:

All laboratory testing must be the result of a physician or other approved health care provider order.

II. PURPOSE:

To clarify courtesy (no charge) laboratory testing and tests that do not have a physician's order.

III. POLICY SCOPE:

This policy applies to all staff involved with Laboratory Billing.

IV. GENERAL INFORMATION:

- A. All requests for tests must be entered into the Laboratory Information System, as they are for any orderable test.
- B. In keeping with CLIA '88 and State of Illinois statute, all diagnostic laboratory tests must be the result of a physician's order.
 - 1. This applies to all tests originating in the state and means the ordering physician must receive and have access to the results.
- C. The state takes no position if the order originates outside Illinois borders, but good practice would dictate that before interstate testing is to be contracted; a company physician be indicated.
- D. In those cases where no physician has ordered a waived screening test; such as an established Methodist Wellness program, then a consent form needs to be signed by the patient, a personal physician indicated, and pathologist authorization to approve performance of the test.
 - 1. All VP of Medical Affairs.
- E. If a test is requested by a physician not on staff, UnityPoint policy applies, which states a pathologist may authorize the test.
 - 1. See the Care Coordination Policy # Z-2 for more details.
 - 2. It is noted that the pathology group at UnityPoint-Peoria has issued such authorization for referred tests to the Reference Laboratory.

V. PROCEDURE:

A. Reference Laboratory Clients

Courtesy testing is not performed for Reference Laboratory Clients due to CLIA regulations and fraud and abuse regulations in which this is in direct violation of the anti-kick back policy.

B. Laboratory Employee

1. Courtesy testing is not performed for any employee or dependent. However, there may be instances where a test needs to be carried out on a stat basis. In these cases, the physician’s order must be obtained before the test has been run and completed.
2. The employee will fill out a reference laboratory requisition complete with all information, including correct insurance information, using client code 0001.
3. Billing will be done by Financial Analyst or designee.
4. Tests results will be sent to employee’s physician.
5. The No Charge Journal will be reviewed by the Financial Analyst on a daily basis.

C. Physician Request/Board Member

1. Any physician or Board Member requesting test(s) on themselves or their primary family members must be registered.
2. A Reference Laboratory requisition is obtained from Customer Services Representative’s desk and should be filled out with the help of the presenting party. Make sure insurance information is obtained.
3. The physician may list themselves as ordering physician or list an ordering physician to receive results.
4. Other individuals (family members or Board Members) must have test(s) ordered by a physician or one of the pathologists.
5. If ordered by a pathologist, the results will be reviewed by the Medical Director.
6. These test results will be placed in the Medical Director’s mailbox for daily review.

D. Community Screenings

1. Refer to Care Coordination policy BB-13 for complete details.
2. For wellness screenings performed, the Vice President of Medical Affairs. or designee is the ordering physician.
3. If the company does not have a physician, the Chief Medical Officer and Vice President of Medical Affairs is the ordering physician of record for community health screenings
4. Results are then given to each person with explanation of testing available through First Call.
5. If the patient does not list a physician, the call center will contact patient to discuss physician options.

V. MAINTENANCE AND STORAGE:

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

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	Updates to combined policy for both campuses, MMG/MMCI name updated to reflect UnityPoint organization.	R. Borge	1/15/16

Reviewed by

Designee	Date	Laboratory Director	Date
		Richard J. Burge	1/15/16