

TRAINING UPDATE

Lab Location:

GEC, SGMC & WAH

Date Distributed:

4/22/2016

Department:

Mgmt

Due Date:

5/2/2016

Implementation:

5/2/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Miscellaneous Test Ordering GEC.S07, SGAH.S16, WAH.S15 v3
Description of change(s):
<p>Section 5: specify item C as patient billing, add AHC billing and annual review</p> <p>Section 9: add examples and form</p> <p>This revised SOP will be implemented on May 2, 2016</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training (version 3)

Non-Technical SOP

Title	Miscellaneous Test Ordering	
Prepared by	Leslie Barrett	Date: 7/22/2009
Owner	Samson Khandagale	Date: 7/22/2009

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	2
6. RELATED DOCUMENTS	6
7. REFERENCES	6
8. REVISION HISTORY.....	6
9. ADDENDA AND APPENDICES	7

1. PURPOSE

This procedure outlines the process for ordering a miscellaneous test that is not defined in the LIS.

2. SCOPE

This procedure applies to any test that is not defined in the LIS database.

3. RESPONSIBILITY

All non-technical staff may have the need to order a Miscellaneous test.

4. DEFINITIONS

LIS – Laboratory Information System

GUI Order Entry – Sunquest function used to place a new order

5. PROCEDURE

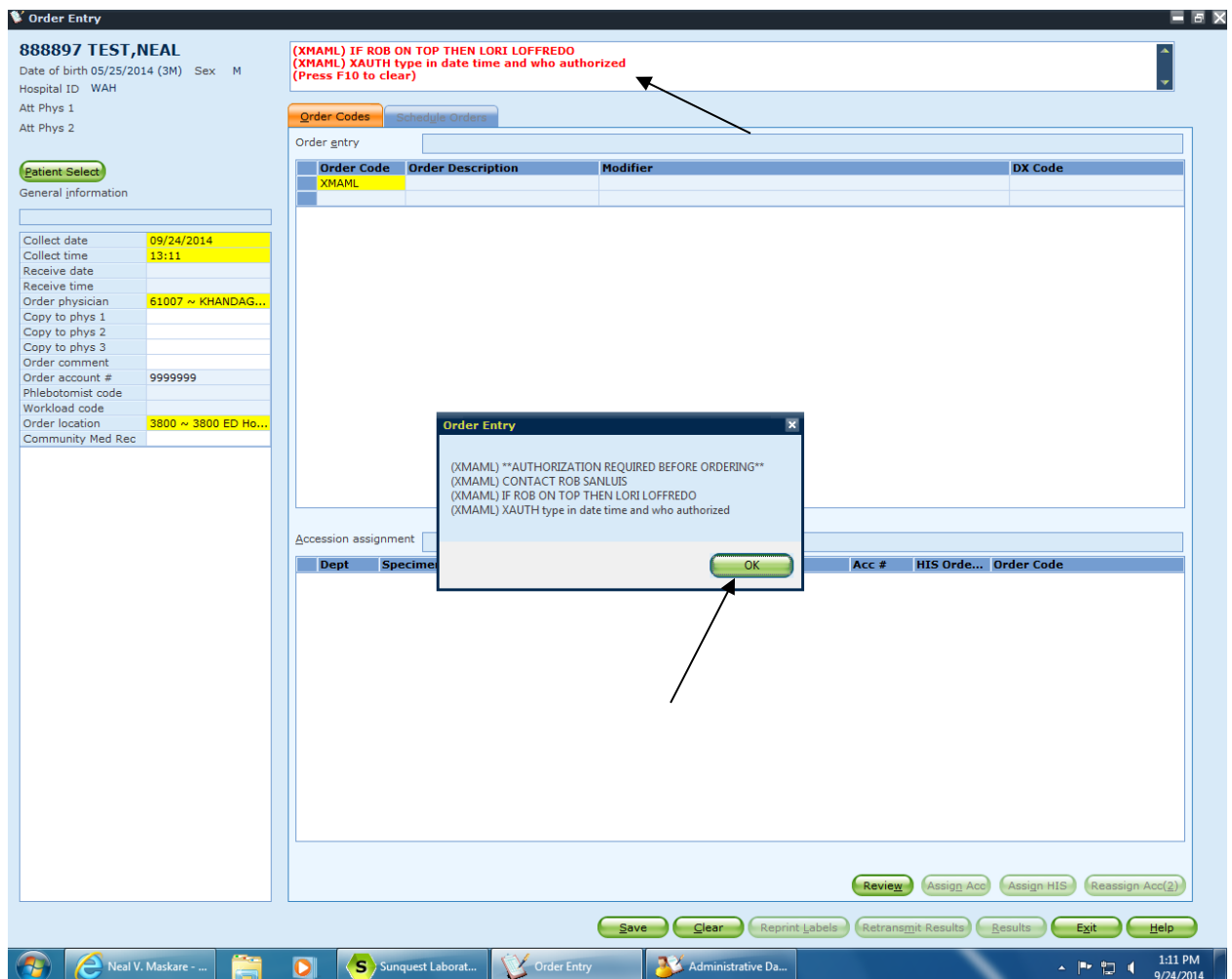
A. Overview

1. Ordering a Miscellaneous test correctly ensures the order and results are appropriately managed in the interface between Quest Chantilly and the Laboratory LIS.
2. When ordering a miscellaneous test, two pieces of important information ARE CRITICAL at Order Entry:
 - specimen requirements
 - test code
3. This information also provides information needed for the phlebotomist to collect the appropriate tubes.

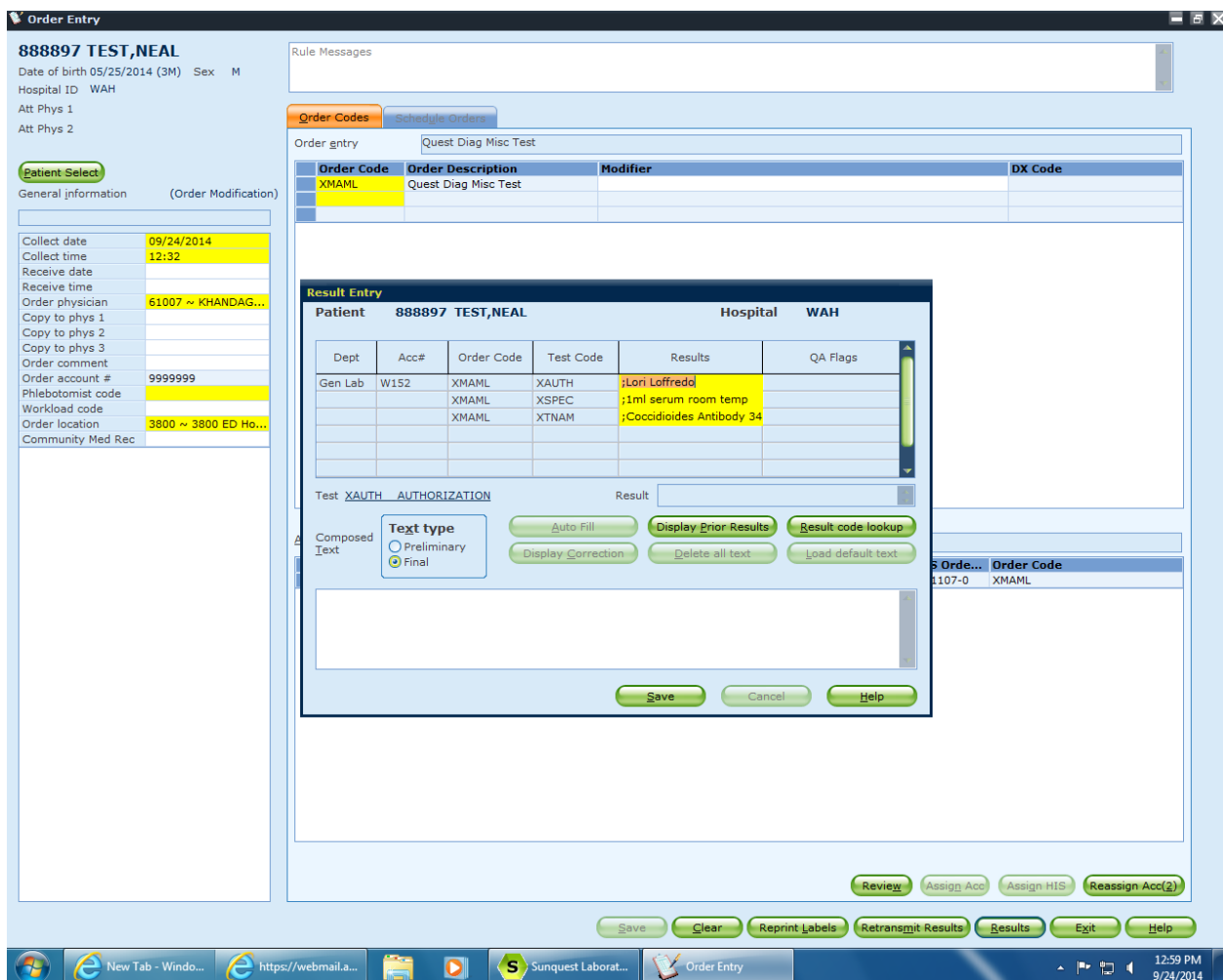
4. All miscellaneous tests **MUST** be approved before the order is placed. The request must be approved by the Administrative Lab Director or the Medical Director.

B. Test Ordering

1. Place the order in Order Entry
2. Order comment: **Indicate the tube type and any special instructions**, for example, "Green top tube on ice". This information will print on the collection list.
3. Test code: **XMAML**
 - a. An order entry message appears with instructions at the top of the screen in red. Click **OK** to acknowledge the message



- b. Result Entry box appears
- c. At the **XAUTH** prompt: type a semicolon(;) and the name of the person who gave approval
Example ; Dr Cacciabeve
- d. At the **XSPEC** prompt: Enter a semicolon(;) and the specimen type
Example: ; Green top on ice or 1.0 ml serum, Frozen
- e. At the **XNAM** prompt:
 - 1) Type a semicolon (;) followed by the Quest test code (this will be numeric) and the name of the test
Example: ; 35167X T4 FREE AND DIRECT
 - 2) Click on **Save**



C. Patient Billing by AHC

1. A Crystal report of miscellaneous tests ordered is generated daily.
2. LIS staff review this report
 - a. Utilize Quest Diagnostics website to find Test to determine CPT code and document on report.
 - b. Use CPT code to search for charge description (CDM) on AHC intranet Finance section
 - 1) If CDM is found, record on report and manually post under batch charge in Cerner
 - 2) If no CDM is found, submit request for a new CDM
 - c. Save reports with LIS logs.

D. AHC Billing by Quest Diagnostics

1. A Miscellaneous Report is sent via email to the Administrative Lab Director (see addenda A for example).
2. Administrative Lab Director completes a Miscellaneous Test Billing Form with all information (see addenda B for example).
 - a. AHC Business Unit is 1-01 for SGMC or 1-02 for WAH. All other information can be found on the Miscellaneous Report or in the LIS.
 - b. Administrative Lab Director sends an email to Charlene Chin (Charlene.a.chin@questdiagnostics.com) requesting Lab Intercompany Fee to Baltimore BU for the test. Provide the test code and test name which can be looked up on the Quest Diagnostics website by test name or test code. The CPT code is also found on the website under "Ordering Info".

<http://www.questdiagnostics.com/testcenter/TestCenterHome.action>
 - c. Once cost per test is provided, a 15% fee is added to the amount.

Example:

Test code 341440 Ganglioside (GQ1b) Ab, IgG, EIA
CPT 83520
Cost per test is quoted at \$40.79
 $\$40.79 + 15\% = \46.91
\$46.91 is what Quest will bill AHC

- d. Field 'Submitted to AHC Finance Director Date' -
Complete date on bottom of form and email to Yoshimi Sekino (YSekino@adventisthealthcare.com) and Linda Sim (LSim@adventisthealthcare.com)
- e. Field 'Submitted to Quest Chantilly Director of Billing' -
Complete date on bottom of form and email to

Charlene A Chin Charlene.A.Chin@questdiagnostics.com

- f. Complete the MISC test spreadsheet on the shared Quest G drive for tracking purposes:
 G:AHC_LAB/IT_LIS/Miscellaneous Tests/Year Lab Misc. Tests
- g. QA Specialist receives email with Quest results and notes on spreadsheet results have been received via LIS.

E. Annual Review of Miscellaneous Test List

- 1. At the end of the year, the Lab Services Committee reviews the list of Miscellaneous Tests ordered throughout the year and with advice of the Laboratory Medical Director, a determination is made on which of these test CDMs are to be added to Cerner for general ordering.
- 2. The spreadsheet of the Miscellaneous tests approved for general ordering MUST also be sent to

Yoshimi Sekino (YSekino@adventisthealthcare.com)
 Linda Sim (LSim@adventisthealthcare.com)
 Charlene A Chin Charlene.A.Chin@questdiagnostics.com

- 3. The prices will be as billed as priced on the Miscellaneous Test Billing Form since these tests are not on the list of contracted tests (2013). When contract is re-negotiated in December of 2018, this policy may become obsolete.

6. **RELATED DOCUMENTS**

None

7. **REFERENCES**

None

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP S024.001		
000	9/30/2014	Section 4: replace REI with Order Entry Section 5: add approval process and screen shots, update LIS prompts Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Loffredo L. Barrett	S. Khandagale
1	6/30/2015	Section 5: add billing process	L. Barrett	S. Khandagale
2	4/5/2016	Section 5: specify item C as patient billing, add AHC billing and annual review Section 9: add examples and form	L. Loffredo L. Barrett	S. Khandagale

Form revised 3/31/00

9. **ADDENDA AND APPENDICES**
 - A. [Miscellaneous Test Report example](#)
 - B. [Miscellaneous Test Billing Form example](#)
 - C. Miscellaneous Test Billing Form (see Attachment pane in SmartSolve)

Addenda A

LAB: MISCELLANEOUS TESTS (MSOB1,MSOB2,MSOB3,MSOB4,XMAML,XMAML2,XMAML3) Order Date : 2/27/2016

<u>HID</u>	<u>Acc#</u>	<u>Pt Acct#</u>	<u>PtName</u>	<u>Coll Date/ Time</u>	<u>Test Name</u>	<u>Result</u>	<u>Pt Location:</u>
SGAH							
F49380 SGAH	F49380	23456789	TEST,PATIENT	2/26/16 15:00	Specimen Type: XSPEC	;1 ML RED TOP SERUM (REFRIG)	3EICU
					Specimen Type: XSPEC	;1 ML RED TOP SERUM (ROOM TEMP)	
					Test: XTNAM	;31144 GQ1B	
					Test: XTNAM	;34144 GQ1B	

cpt code(s): _____

cdm(s) _____

F49381 SGAH	F49381	23456789	TEST,PATIENT	2/26/16 15:00	Specimen Type: XSPEC	;2 ML RED TOP SERUM (REFRIG)	3EICU
					Test: XTNAM	;900489 MUSK ANTIBODY (TO ATHENA 4892)	

cpt code(s): _____

cdm(s) _____

Specimen Type:
 Test: ;

cpt code(s): _____

cdm(s) _____

Addenda B

Miscellaneous Test Billing Form

Patient Name: Jones, Mary

FIN #: 123456789
MRN: 987654

Patient Location: SOS
Business Unit: 1-01

Date: 2/25/16

Test names: PTH with Interpretation

Ordering Physician Name: Dr. J. Smith, MD

Test # if Reference Lab Test:

192660 PTH with Interpretation

Lab to perform test if OTHER than Quest Diagnostics: N/A

CPT code (s): 88342

Price: \$69.08

The Laboratory Services Committee approves Misc. testing authorized by the Medical Director of the Clinical Laboratory, the Regional Laboratory Director or the Laboratory Director.

LAB USE ONLY

Submitted to AHC Finance Director Date: 2/29/2016

Submitted to Quest Chantilly Director of Billing: Date: 2/29/2016

Form 1.8.2016 rev