

VPOP/VPIP BILLING CHECK

PURPOSE: This procedure provides instructions for reviewing the VPOP/VPIP billing report.

SCOPE: Applies to Saratoga Hospital Laboratory and all its ancillary sites.

DEFINITIONS:

- VPOP: Outpatient venipuncture
- VPIP: Inpatient venipuncture
- LCVNP: Venipuncture ordered in error.

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POLICY: Regulatory agencies will not allow providers to bill for collection services if there is no test order associated with the collection. To ensure that these collection charges for venipunctures (VPOP or VPIP) are not billed, a daily report is generated and reviewed. If collection charges are found without an associated test, the charge is canceled.

PROCEDURE:

1. The VPOP's and VPIP's billing check report is automatically generated and reviewed each day (weekends are reviewed Monday morning).
2. In meditech laboratory module, select the routine:
 - a. 10: Laboratory
 - b. 10: Requisitions
 - c. 16: Print
3. Enter all the requisition numbers listed on the report (NOTE: some may be duplicates).
4. Print to: PREVIEW
5. Review the requisition and determine if the VPOP is the only charge:
 - VPOP only: Cancel requisition
 - Additional tests noted: no action required.
6. To cancel the requisition- in meditech laboratory module, select the routine:
 - a. 10: Laboratory
 - b. 10: Requisitions
 - c. 11: Cancel
7. Enter the requisition number using the format:
R#nnnnnnnn (omit leading zeros)
8. Proceed to the comment section. Press "F4" and enter the canned comment "LCANVP". Press "F12" to file.

PROCEDURAL NOTES: Reports can be discarded once review is complete.

Date of origin: 8/26/11

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Date Placed in Service: 8/26/11

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Date


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Date


1/8/15