



Policy or Procedure Subject: Laboratory Standing/ Blanket Order Approval and Process Management		LC.PY.007.r00 LC.PY.REF.007.r00
Department or Section: Sales & Marketing, Laboratory Operations, Client Services, Billing Revenue Cycle Management, Compliance		Issue Date: 5/13/2021
Prepared By: Wendy Dalton, Deputy Compliance Officer	Supervisor Approval: A. Macumber, Director Lab Operations	Admin Approval: D. Henderson, VP Lab Operations

Policy:

Medicare defines a standing order as an order for certain laboratory tests (and other diagnostic procedures) that establishes a prolonged or repeated course of treatment for an individual patient. Standing orders are most used in skilled nursing facilities, ESRD facilities, and with patients that need the same tests on a routine basis to monitor an ongoing medical condition or the effectiveness of medications. For example, physicians and other providers routinely establish standing orders for Hgb A1c testing for diabetic patients on insulin and prothrombin times for patients taking coumadin for coagulation conditions.

Providers should be aware of the various meanings of the term “standing orders.” Some understand this to mean recurring orders specific to the care of an individual patient. Others interpret this as routine orders for services delivered to a population of patients. Only medically necessary services ordered and rendered, including those based on treatment protocols, are considered for reimbursement when documentation supports the orders and/or protocols are individualized to each patient.

The OIG Compliance Program Guidance for Clinical Laboratory (CPGCL) states, “Although standing orders are not prohibited in connection with an extended course of treatment, too often they have led to abusive practices...Thus, while laboratory compliance programs may permit the use of standing orders executed in connection with an extended course of treatment, the compliance program should require the laboratory to periodically monitor standing orders.” The CPGCL suggests a laboratory should contact all nursing homes, physicians’ office staff (or authorized persons), or ESRD facilities from which the laboratory has received such standing orders and request that they confirm and verify in writing the validity of all current standing orders at least annually.

Procedure:

The following steps must be performed to make sure that laboratory standing order requests, identified as extended course treatment for patients over a set period, are managed in accordance with the OIG CPGCL guidelines.

1. Authorization – The laboratory testing request must specify the test to be performed and include a duration for no more than 12 months, testing frequency, a medically -*necessary ICD-10 diagnosis, and the physician’s signature.
2. If a standing order is not in written form or does not include the required information or has not been approved by the Deputy Compliance Officer, the laboratory personnel must contact the ordering

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physician client to obtain proper written order. Supported with a medically necessary ICD-10 diagnosis.

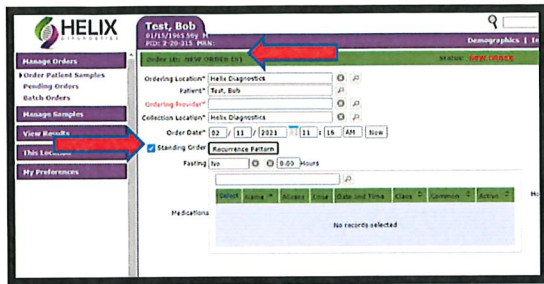
3. The laboratory personnel will follow the standing order workflow for the LIS, adding the order into the system and scan the order into the LIS.
4. Expired standing orders that are not renewed or confirmed within 30 days of physician notification must be removed from the active files.
5. Periodically, the compliance department will pull a standing order report from the LIS to ensure orders are not being placed on an expired standing order.

Reviewed By	Date
Lab Director: _____ Signed: _____	
Lab Manager: <u>Dawn Hejerskov</u> Signed: <u>Dawn Hejerskov</u>	8/4/21
Technical Supervisor: <u>Amber Macumber</u> Signed: <u>Amber Macumber</u>	8/4/21

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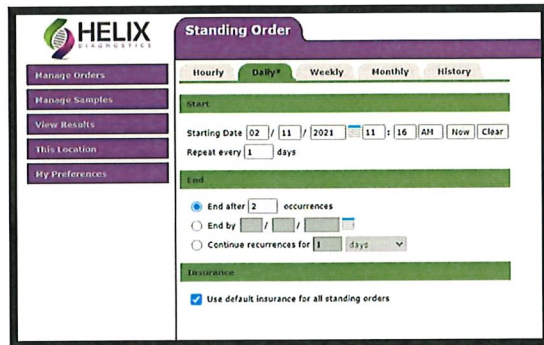
Standing orders

LC.PY.REF.007.r00



Add in new order as normal

- (S) after the order designates a standing order as indicated by the red arrow

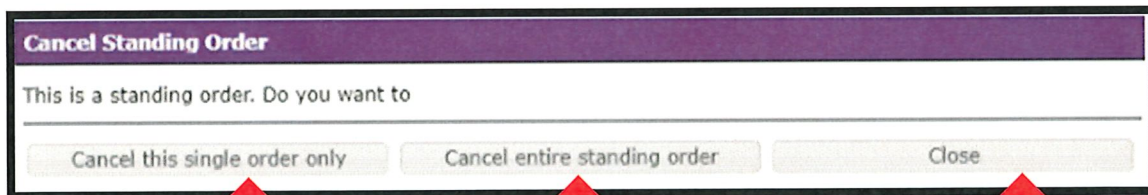


Check the box for standing order

- Recurrence Pattern will come up
- Select start date and end time.
 - Can be done Hourly, Daily, Weekly, or monthly
 - Can view history of Standing order
- Make sure to save in the bottom right corner

Canceling a Standing Order

1. **Orders** in the **TaskCenter** under
2. Find the order you are looking for
3. Select **Order History** from the dropdown menu
4. Select **Cancel Standing Order**



Use if only cancelling a one-time test within the standing order

Use if cancelling all orders within a standing order request

Continue with the order as is