



6620 Highland Rd., Suite 240  
Waterford Township, MI 48327  
Phone: 888-275-5221  
Fax: 888-275-5224

COL.JA.002.r00

JOB AIDE

### PROPER DOCUMENTATION FOR LABORATORY TESTING

To function as a Laboratory the organization must file for a CLIA license. This is to ensure that we can bill for testing to insurance companies, Medicare, Medicaid, etc. All labs must have a CLIA license. NO matter WHO pays the bill for testing.

All CLIA licensed laboratories, must as a condition of their CLIA license, be accredited in one of the Laboratory Medicine accrediting agencies, COLA, CAP, etc.

All testing requires a laboratory order for any testing submitted to a CLIA laboratory. This is also a CMS requirement.

Orders can be electronic or written and must be provided by an authorizing provider.

Authorizing providers must be a provider that is recognized by the state that the order is written in as someone who is licensed to write laboratory orders, M.D., D.O., P.A., or N.P. are recognized providers. NOT MA's, nurses other office staff or Helix Collectors.

**Standing Orders** can be written for an **INDIVIDUAL** patient, but must contain all of the required elements as noted in the Standing Orders Job Aide.

**Blanket Orders** are **only acceptable under a Public Health Emergency** and require prior approval by the Helix Compliance department before being entered into Copia. A Blanket order is an order that covers a group of patients, typically for one type of testing during emergency situations.

#### **Orders can fall into one of these (3) categories:**

- Orders placed by an authorizing provider into an office EMR. That EMR is interfaced directly to the lab, ie electronically placed orders. Provider e-signature must be on file with the lab.
- Orders placed by an authorized provider directly into the laboratory LIS, ie Copia. Provider e-signature must be on file with the lab.
- Orders written on laboratory requisitions, printed from the client EMR placed by a provider or written on a script. WRITTEN ORDERS written by an authorizing provider only.

**THE SUBMISSION OF THE COPIA REQUISITION ONLY INDICATES THAT AN ORDER HAS BEEN PLACED INTO COPIA. IN THE CASE OF THE COLLECTOR PLACING AN ORDER INTO COPIA, THE COLLECTOR MUST HAVE A WRITTEN ORDER FROM THE PROVIDER BEFORE PLACING THE ORDER INTO COPIA. THERE ARE NO EXCEPTIONS TO THIS!!!!**

**Orders must be complete!!!!**

Complete orders consist of: Patient Full **Name**, Patient **Demographics**, ie address, phone, city and state. Patient Full **Insurance** information, **Tests** be requested and **Diagnosis codes** for each test.

If orders are placed electronically by a Provider, the above information is entered into the LIS by way of interface.

Paper orders submitted that are incomplete will cause delays in testing and/or billing processes.

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Reviewed and approved by: \_\_\_\_\_