

# *Policies—Indiana Regional Medical Center*

## **Additional Testing on Already Submitted (“Add-On” Tests)**

If a physician writes orders for additional tests after specimens have already been collected or submitted to Indiana Regional Medical Center (IRMC), it may be possible to avoid an additional collection or draw. In most cases, this would apply to specimens <24 hours old, but some tests may be performed on serum that has been refrigerated for up to 2 days. Please call the Specimen Processing area at 724-357-7161 to request additional testing and to confirm specimen volume and type acceptability. Please fax an order for additional tests to 724-357-7481. If a problem arises after the order is taken, the laboratory will notify your office immediately.

## **Cancellation of Tests**

Cancellation notification received prior to test setup will be honored at no charge. Requests received following test setup cannot be honored.

In the event the specimen is found to be unacceptable for testing, notification will be made to the collection unit and no charge will be applied.

## **Competitor Disclaimer**

As to tests that are identified as being performed by parties other than Mayo Medical Laboratories or Indiana Regional Medical Center (IRMC), the information regarding such tests was obtained from the test provider’s most recent available catalog, as supplemented by any additional information provided to IRMC or Mayo Medical Laboratories by the test provider. Neither IRMC nor Mayo Medical Laboratories warrants or endorses the timeliness or accuracy of any such information. If you have any concerns or questions about the timeliness or accuracy of such information, you should contact that provider directly.

## **Laboratory Compliance Overview**

IRMC is committed to ensuring compliance with laws and regulations set by the Health Care Financing Committee (HCFA), Medicare, and Medicaid. The goal is to have compliance efforts become an integral part of doing business; thereby, creating that mind set in the laboratory. Medicare will only pay for services that it determines to be “reasonable and necessary” under section 1862(a)(1) of the Medicare law. If Medicare determines that a particular service, although it would otherwise be covered, is “not reasonable and necessary” under Medicare program standards, Medicare will deny payment for that service.

In order for IRMC to comply with the rules set forth by the government, it is essential for you, the physician, to supply ICD-9 codes or specific reason for testing and to determine if the laboratory tests you would like to order are medically necessary. Booklets listing covered diagnostic codes are available from the IRMC laboratory. If the desired tests do not have a diagnosis providing medical necessity, by Medicare standards, then your office staff will be required to provide the patient with an “Advance Beneficiary Notice” (ABN) to read and sign. This states that the service requested by the physician may not be covered by Medicare and that the patient may be responsible for the bill. By signing the ABN, the patient agrees to be personally and fully accountable for payment should Medicare deny payment for the test indicated. Another reason for an ABN to be signed is that the predetermined frequency limit for a test may have been exceeded. If testing exceeds Medicare’s frequency limit **and** an ABN has not been signed, IRMC will cancel the test prior to processing.

## **Patient Identification Accuracy**

IRMC must adhere to proper identification of patient specimens for good patient care, for both quality and safety reasons.

The need for proper identification is specified by the College of American Pathologists (CAP) Laboratory General Checklist Commentary GEN 40700: “Specimens lacking proper identification or an accompanying requisition should not be accepted by the laboratory.”

To be compliant, it is important that each specimen be properly labeled with the same demographics that appear on the paperwork. If a discrepancy has been identified upon specimen arrival at IRMC, we will contact you to make you aware of the discrepancy and **cancel the test order**. If you request to have the specimen returned, you will be responsible for the shipping charges.

## **Reference Values**

All reference values listed are for adults unless otherwise indicated.

## **Referral Tests**

Some procedures are sent to reference laboratories for performance. These are generally tests that are requested too seldom to make it economically feasible to perform on-site. Many of these tests are listed in our catalog. Availability and turnaround time of tests not listed are available upon request.