

Requests

All laboratory work must be initiated by an order from a licensed physician or a credentialed medical staff member or their designee eg, physician assistant, nurse practitioner, or nurse midwife. Chiropractors are limited to a selected list of tests that they are authorized to order in the State of Nebraska.

When ordering tests for which Medicare or Medicaid reimbursement will be sought, the physician or other authorized individual, should only order those tests believed to be medically necessary for the patient. Valid diagnostic or other medical information demonstrating medical necessity must be provided at the time the tests are ordered. The United States Department of Health and Human Services, Office of Inspector General takes the position that the physician who orders medically unnecessary tests may be subject to civil penalties.

PHYSICIAN PRESCRIPTION PAD

This practice is not encouraged due to the absence of language encouraging physicians to order only medically necessary tests and other information included routinely on preprinted requisition forms.

REQUISITION FORMS FOR NON-ELECTRONIC ORDERING

Test requisitions must include the following information (either written on or attached in the form of a patient "face sheet"):

- Patient's full name or an ID number assigned by a clinic or physician
- Ordering physician's name
- Gender
- Date of birth
- All billing information as requested and/or required to bill. This must include full name of guarantor, guarantor's address, date of birth, and gender. If insurance is to be billed, this same information is required for the policy holder
- Name of tests being ordered
- Appropriate collection information, to include the date and time of collection, as well as the initials of phlebotomist
- Source of specimen where appropriate
- Appropriate clinical data (eg, diagnosis, history on Pap smears)

Requests for confidential testing (eg, HIV, drug testing) need not provide date of birth, age, or sex. In these cases, the name is substituted with a unique identifying number by the ordering facility.

If a requisition is received with incomplete information, the ordering physician will be contacted for additional information. Likewise, ambiguous or unclear orders will be clarified by contacting the ordering physician prior to performing the test(s). Orders specifying "test if indicated" must include specific criteria to determine if the additional testing is required.

WEB OUTREACH

Web Outreach, through Internet-based technology, provides an efficient mechanism for online ordering of tests and printing of requisition forms. This easy to use laboratory test ordering system eliminates handwriting errors, generates packing lists, offers electronic add-on test requests, and there are no forms to stock.