

# *Policies-Collaborative Laboratory Services*

## **Billing—CPT Coding**

It is your responsibility to determine the correct CPT codes to use for billing. While this catalog lists CPT codes in an effort to provide some guidance, the CPT codes listed only reflect our interpretation of CPT coding requirements and are not necessarily correct. Particularly, in the case of a test involving several component tests, this catalog attempts to provide a comprehensive list of the CPT codes for all of the possible components of the test. Only a subset of the component tests may be performed on your specimen. You should verify the accuracy of the codes listed; and where multiple codes are listed, you should select the codes for the tests actually performed on your specimen. **COLLABORATIVE LABORATORY SERVICES (CLS) ASSUMES NO RESPONSIBILITY FOR BILLING ERRORS DUE TO RELIANCE ON THE CPT CODES LISTED IN THIS CATALOG.** For further reference, please consult the CPT Coding Manual published by the American Medical Association; and if you have any questions regarding the use of a code, please contact your local Medicare carrier.

## **Cancellation of Tests**

Cancellations received prior to test setup will be honored at no charge. Requests received following test setup cannot be honored. Cancellation of tests sent to Mayo Medical Laboratories, University of Iowa, or other reference laboratories received following test setup cannot be honored. A report will be issued automatically and charged appropriately.

## **Computer Order Entry**

For those clients ordering tests through a computer interface, the computer order entry code has been included in the test catalog. The computer code is listed on the first line above the name of the test. For those tests that CLS does not perform, the Mayo Medical Laboratories' test number with mnemonic is listed.

- Example:
  - RACE2=CLS computer code
  - 8338/ARBI=Mayo Medical Laboratories' test number and mnemonic

## **Specimen Identification Policy**

In keeping with The Joint Commission (TJC) National Patient Safety Goals and the College of American Pathologists (CAP) Accreditation Standards, CLS will strictly enforce the following labeling requirements for laboratory specimens:

- All specimens must be labeled with the patient's full name (first and last name, MI preferred) **and** date of birth (DOB) or Medical Record Number or Social Security Number (SSN).
- Specimen identification **must** be placed on the specimen container.
- Blood Bank specimens for compatibility testing (type and screen or crossmatch) **must** be labeled with the following **additional** information: Unique Blood Bank armband ID number; date and time of draw; and phlebotomist's initials. SSN is required to receive autologous or directed units.
- Unique specimen numbers are an acceptable, but not preferred, labeling method. If unique specimen numbers are used, they must be placed on **each** specimen **and** on the accompanying requisition.
- The requisition **must** contain full name and DOB; the requisition **must** be in the same transport bag as the specimen; the transport bag should contain specimens from **only** 1 patient; unique specimen numbers are **never** acceptable for Blood Bank compatibility testing.
- Except for specific circumstances, **all** specimens with conflicting, incorrect, missing, or incomplete labeling, **must** be recollected.

## **Test Turnaround Time**

Turnaround time (TAT) is defined as the interval between the time of specimen receipt by laboratory personnel and the time results are reported. It does not include drawing time or transport time.

See "Turnaround Times (TAT)" for STAT TAT list.

## **Unlisted Tests**

New procedures are developed throughout the year, therefore, some tests are not listed in this catalog. For information about unlisted tests, call CLS at 800-955-4008.

Special arrangements may be made with CLS to provide your laboratory with temporary support during times of special need such as sustained instrumentation failure.