



Attachment I - Guidelines for Laboratory Billing Compliance

I. Laboratory Requisition/Electronic Order:

The following information must be provided with each order submitted to the NWH Laboratory:

1. Patient's Full (legal) Name
2. Patient's Date of Birth
3. Patient's Gender
4. Order Date
5. Diagnosis
6. Ordering Provider's Signature*

*** Signature Stamps on paper requisitions:**

For paper requisitions, please be aware that **NWH Laboratory will not accept signature stamps** as sufficient documentation to support a claim for payment. If the submitted requisition contains a signature stamp, it will be considered an incomplete physician's order. Therefore, ***please cease the use of signature stamps on all NWH Laboratory Requisitions.***

In addition, the following information is also required with each order submitted to NWH Laboratory:

1. Collection Date and Collection Time
2. Insurance information (may attach a copy of insurance card, face sheet or demographic sheet)
3. Tests requested
4. For Microbiology specimens, a source is also required.
5. For GYN cytology (Pap Tests):
 - a. A source (cervical or vaginal) is required.
 - b. Date of the patient's Last Menstrual Period (LMP) is required by the College of American Pathologists. Narrative information is valid (i.e. pregnant, postmenopausal etc)

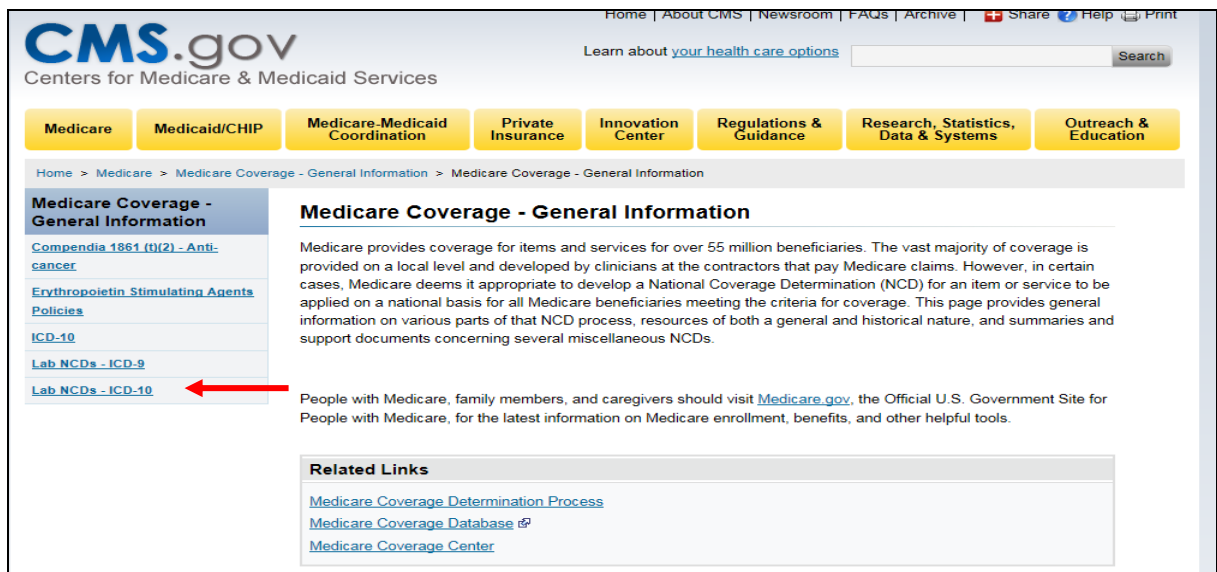


II. Medical Necessity Coverage of Lab Tests:

Some lab tests will only be covered by Medicare or Medicare replacement plans if the test is ordered with a covered diagnosis as defined by the Medicare program (“Medical Necessity Review Tests”). Tests that are eligible for Medical Necessity Review are printed in red on the NWH Laboratory Requisition.

To review the complete listing of tests that Medicare has designated for Medical Necessity Review,

1. Access the following link:
<https://www.cms.gov/Medicare/Coverage/CoverageGenInfo/>
2. Select ‘Lab NCDs- ICD10’ in the Medicare Coverage – General Information section.



III. Testing Panels:

- The NWH Laboratory does not accept any custom testing panels.
- Only Centers for Medicare/Medicaid Services (CMS) approved organ and disease oriented panels will be accepted and performed at NWH Laboratory.
- Organ and disease oriented panels may only be paid when all the component tests of the panel are medically necessary.
- *Please note that custom panel orders often produce greater charges to insurers/patients and result in the ordering of testing which is not medically necessary. Any individual that knowingly causes medically unnecessary testing to be performed and billed to federally funded health care programs may be subject to sanctions and remedies available under civil, criminal and administrative law*



IV. Verbal Orders and Add-on requests:

- Verbal Orders are acceptable in urgent, off-hour circumstances.
- Verbal Orders must be followed up by a faxed order of completed NWH Laboratory Requisition within 24 hours or the next business day.
- Add on requests from clinicians using EPIC should be submitted using EPIC's electronic add-on testing process.
- Add on requests clinicians not using EPIC should be submitted using the Add On Testing Form available on the laboratory client website, or on the NWH Laboratory Requisition with any additional supporting diagnostic data and faxed to Lab Customer Service at (617) – 243 - 6767

V. Reflex Testing: Laboratory:

- Reflex tests are indicated by a blue # sign on the NWH Laboratory Requisition.
- Providers always have an opportunity to opt out of reflex testing by ordering the corresponding test without the blue # sign on the NWH Laboratory Requisition.
- Laboratory guidelines for Reflex testing are defined on the reverse side of the NWH Laboratory Requisition and available within the NWH Lab Handbook (link available within EPIC Orders).
- Please refer to the Attachment II for current list of reflex testing protocols.

VI. Standing Orders:

- NWH Laboratory accepts Standing Orders for patients who have been determined to require an extended course of treatment which necessitates ongoing laboratory monitoring.
- Standing order requests are updated in the hospital computer system and are valid for a maximum of one calendar year.
- All ordering providers with existing standing orders are notified by Laboratory Customer Service Representatives before the yearly expiration date to review, and renew or cancel the standing orders on their patients. It is your responsibility to carefully review and verify the elements on the standing order to ensure that the elements identified on the order are still applicable for the patient.
- The frequency of Standing Orders must be specified on the Laboratory Standing Order Form. "As needed" or "PRN" will not be accepted for frequency.