

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Procedures

Subject/Title: Management of Lab Fees Assessed Patients
Applicability: LabCorp Utilization At All Clinic Sites

Procedure:

- 1) Labs drawn that are sent to LabCorp must be listed on our "send out lab tests" form.
- 2) At the time the lab is ordered the provider should note whether or not this is on our "send out lab test" form which confirms it is a covered lab.
- 3) If the lab test is **not listed** on this form and the LabCorp price is \$40 or less (as determined by the clinic manager/designee) the lab staff will write on the "send out lab test" form the name of the test, the code and the price of the test and perform the test.
- 4) The route slip & the "send out lab test" form will be taken to check-out.
- 5) The prescription will be attached to an 8 ½ X 11 sheet of paper & lab staff will document on the prescription that the lab was drawn, the date & their signature. The patient's name & medical record number will be written on the prescription. This will be returned to the medical record if it is in their possession or it may be returned to the medical records department for filing.

LAB TESTS THAT ARE PRICED GREATER THAN \$40.

Follow # 1-2:

- 3) If the lab test is not a covered lab the patient is referred to the clinic manager/designee who will research the ordered lab.
- 4) When the cost of the ordered lab is greater than \$40 the name of the lab test, the code for that test and the price will be documented on the prescription form.

This will be discussed with the patient and a decision made as to whether they are able to pay for the test to be performed that day. If they are able to pay for the test that day the patient will be directed to check-out to take care of the payment for the visit + labs for that day & then will return to the lab with their route slip & prescription.

- 5) Lab staff will perform the lab test.
- 6) The patient will return to check-out to turn in their route slip & attached paperwork.
- 7) The prescription will be attached to an 8 ½ X 11 sheet of paper & lab staff will document on the prescription that the lab was drawn, the date & their signature. The patient's name & medical record number will be written on the prescription. This will be returned to the medical record if it is in their possession or it may be returned to the medical records department for filing.

INSTRUCTIONS SPECIFIC TO THE CHECK-OUT PROCESS:

- 1) Staff entering charges into the system that are greater than \$40 will have to over-ride the price in the system with the price that is documented on the route slip.

NOTE: IF A LAB TEST IS NOT FOUND ON THE LIST PROVIDED THE CHIEF OPERATIONS OFFICER OR THE PRACTICE MANAGEMENT STAFF WILL HAVE TO BE CONTACTED TO OBTAIN THAT INFORMATION.