


Name of Policy:	Financial Clearance for Laboratory Testing	 <p>Effective Date: 2/14/2017 Initial Effective Date: 3/21/2007</p>
Policy Number:	3364-107-115	
Department:	Pathology-Laboratory	
Approving Officer:	Chief Executive Officer-UTMC	
Responsible Agent:	Director, Clinical Pathology/Hematopathology Administrative Director, Lab	
Scope:	Pathology-Laboratory	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

All private pay patients are to arrange payment for laboratory testing before services are rendered.

(B) Purpose of Policy

To ensure that the patient’s financial responsibility is met.

(C) Procedure

Walk-in Outpatient

- Patient will present to registration.
- If patient is private pay, registration will direct patient to financial counselors before laboratory testing is drawn.
- The patient will be informed by the financial counselor that he/she will be required to pay 65% of total estimated charges, including the venipuncture charge, before testing can be performed.

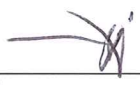

Outpatient After Clinic Visit

- Phlebotomist will check face sheet to see if patient is private pay. In lieu of checking face sheet, the phlebotomist may ask what the method of payment will be for that day’s services.
- If patient is private pay, the phlebotomist will direct the patient to the financial counselor.
- The patient will be informed by the financial counselor that he/she will be required to pay 65% of total estimated charges, including the venipuncture charge, before testing can be performed

Specimen Compromised or Unacceptable for Testing

- Medical Technologist will notify the outpatient laboratory that the specimen is unacceptable for testing and needs redrawn.
- If this is a private pay patient, the phlebotomist will notify the patient and ask him/her to return to the outpatient laboratory before going to registration. The phlebotomist will also notify the laboratory billing clerk so that a notation can be put on the account.
- The laboratory billing clerk will notify the financial counseling office that the patient will be returning and the account is noted.

- When patient presents for redraw, the phlebotomist will give the patient a redraw request to take to registration. Patient does not need to return to the financial counseling office at this time.

<p>Approved by:</p> <p> <u>2-2-17</u></p> <p>Robert L. Booth, Jr., M.D. Date Associate Professor Director, Clinical Pathology/Hematopathology</p> <p> <u>25 Feb 2017</u></p> <p>Daniel Barbee, RN, BSN, MBA Date Chief Executive Officer-UTMC <i>Review/Revision Completed By:</i> Cynthia O'Connell – Administrative Director - Laboratory</p>	<p>Review/Revision Date: 9/14/2007 6/10/2008 5/1/2011 3/1/2013 2/20/2015 2/14/2017</p>
<p>Next Review Date: 2/14/2019</p>	
<p>Policies Superseded by This Policy: OP-15</p>	