



COUNTY BOARD OF HEALTH GUIDELINES FOR LABORATORY TESTING AND FOLLOW UP WITH PRIVATE LABS AND PROCEDURE FOR REQUESTING A TEST BE ADDED

- SUBJECTIVE** Patient presents to county health department with written order from private health care provider for specific lab work. Memorandum of agreement (MOA) between that county health department and the private health care provider must be on file at the health department.
- OBJECTIVE** County Health Department collects specimen(s) and prepares for transport to private lab according to local health department procedure for pick up and transport.
- ASSESSMENT** When lab results are available, the results are sent to the ordering health care provider. If information is available, add fax information into private labs online portal ordering to send lab results directly to provider as well as to the health department. Ordering health care provider assesses lab results and assumes responsibility for notifying the patient. This includes any abnormal / life threatening levels.
- PLAN** The private lab provides equipment for specimen collection, collects payment for services rendered and maintains confidentiality of all information per HIPAA guidelines.

Procedure for a CHD to follow in order to add a Test to VHN:

- Look up the Test in the lab Directory. E-mail the District Nursing Director, Deputy District Nursing Director and Office Manager Liaison with the test code and the name of test as it appears in the directory.
- The Office Manager Liaison sends the request to the private lab in order to receive the special pricing. The private lab sends a pricing agreement which must be signed prior to utilizing the test.
- The Office Manager Liaison will add the test and pricing information into the VHN system.
- The Office Manager Liaison will distribute the e-mail notifying all counties of the addition.

Financial Note:

Private labs offer services to our clients for a fee.

All tests must be paid in full with no write-offs to private labs.

However, there are circumstances where the health department pays the lab fee to

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the private lab and will write-off the charge to the client:

- LTBI clients that are children
- LTBI contacts
- LTBI clients where the cost of the lab would be a barrier to service.
- For LTBI patients that are paying for the LTBI visit, the costs of the labs are included in the base fee for service. They do not pay extra for the labs.
- TB Cases