

## **Subject: Drawing Blood for Other Laboratories**

- I. Purpose: LabOne will draw blood and send it to other laboratories in pre-paid mailing containers or return it to the client if:
  - A. The physician or client has signed an agreement to pay the expenses associated with the sample collection and processing, or
- II. Responsibility: LabOne personnel who collect referral specimens.
- III. Procedure:
  - A. Blood Draw Only Agreement in Place
    1. Enter the order using the usual Detail Reference process; use the Source Facility of the clinical trial, physician or lab to be billed for the collection.
    2. Order the test code BDO (Blood Draw Only) and the drawsite venipuncture code (e.g. DHAM, if appropriate). The billing system will handle the elimination of any unneeded charge codes.
      - a) If the account has a blood draw agreement in place, the computer will allow the test code BDO to be ordered and a label will print.
      - b) If the account does not have a blood draw agreement in place, you will see the error message “Specified test cannot be ordered for the specified Source Facility”. Check that you are using the proper source facility code.
        - (1) Call Customer Service to double check the set up of the Source facility table if the account or physician insists an agreement should be in place. If Customer Service concurs that no agreement appears to exist, tell the patient that you are unable to collect this specimen.
        - (2) You can determine if an account has an agreement in place before starting order entry by looking up the account code in the Source Facility Table on Tab-2. If an agreement is in place, it will state “Blood Draw Only Agreement in Place” in the Custom Test Category of the Test Ordering Tab.
    3. Label the requisition with the BDO label as usual.
    4. Follow the instructions provided by the ordering client for collecting, processing and mailing the specimens. Label the specimen(s) with the BDO specimen label(s).
    5. Forward the requisition to scanning as usual.

References: Refer also to Administrative policy #1.030.10.100, Reference Laboratory Testing regarding restrictions on sending out tests performed at LabOne usual assignment of reference l