

## MEMORANDUM

**TO:** All Regional Medical Laboratory Clients  
**FROM:** Amy Garrison, MBA, MT(ASCP), Director Sales & Marketing  
Josh Freitag, Manager of Billing  
**DATE:** September 18, 2015  
**SUBJECT:** **ICD-10 Compliance Deadline – October 1, 2015 - Ways to Prepare Information Requirements on Laboratory Orders**

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### ICD-10 COMPLIANCE DEADLINE – OCTOBER 1, 2015

Regional Medical Laboratory has worked diligently to prepare for the upcoming ICD-10 Compliance Deadline on October 1, 2015. Below are some ways in which you can make sure that you are prepared:

- Create a Transition Plan
- Train your Staff: Identify your top ICD-9 codes and convert to ICD-10 Codes – have a conversion chart available for quick reference.
- Update your processes: Are your forms ready? Is your EMR updated with ICD-10 Codes?
- Reorder your patients' future orders with ICD-10 Codes. Existing standing orders with ICD-9 Codes will be invalid.
- Talk to your vendors, payers, clearinghouses and 3rd party billing services: Are they ready?
- Test your systems and processes. Verify that you can use your ICD-10 ready systems to generate a claim.

### INFORMATION REQUIREMENTS ON LABORATORY ORDERS

In order for RML to properly process your patients' laboratory orders, please provide all the patient's pertinent information including patient full name, address, phone, payer information including ID number, group number, address of payer, ICD-10 Codes, and valid ABN if required. It is the responsibility of the staff that draws the Medicare patient to submit a valid ABN with the lab order. For all Medicare claims that are denied due to an invalid ABN or missing ABN for patients drawn by the client's staff, the charge will appear on the client's invoice, noting the reason for the charge, per the client's fee schedule. In cases where RML is unable to process claims due to missing diagnosis information, we will fax your office a request to provide this information. If the information is not provided in time for RML to file the claim, it will be the responsibility of the office to pay for those services.

If you have any questions, please contact your account representative or our Client Billing Team at 918-744-2500 or by email at [RMLBillingClientTeam@sjmc.org](mailto:RMLBillingClientTeam@sjmc.org).