



To: All Regional Medical Laboratory, Inc. (RML) Clients

From: Regional Medical Laboratory, Inc.
Jennifer Tune, Director of Ancillary Services
Joshua Freitag, Business Office Manager

Date: February 3, 2020

Subject: Information Needed for Patient Billing

In order to provide a more efficient billing process for our mutual patients, certain information is needed.

For all patients, you must provide the following information when the order is placed:

- Patient name
- Guarantor Name (if patient is a minor)
- Date of Birth
- Address
- Insurance Information (including copy of card when available)
- Reason for testing (diagnosis code)

Medicare and all third-party payers require us to provide CPT code(s) and ICD-10 diagnosis codes on every claim. The diagnosis must meet medical necessity requirements determined by the patient's insurance plans medical policy. When testing is ordered that is not covered by the insurance companies' medical policy, and in the case of Medicare when a valid Advanced Beneficiary Notice has not been provided, the test may be billed to your client account.

Several insurance companies continue to increase oversight and restrict access by requiring pre-authorization for certain lab tests. Regional Medical Lab provides a list of some tests requiring prior authorization on our website RMLOnline.com under Billing/Pre-Authorization for Genetic and Molecular Testing. Please refer to your patient's insurance companies' medical policy for a full list of tests requiring prior authorization. Pre-authorization paperwork should be completed by the ordering provider's office prior to submission of any lab orders and/or specimens. Please include the prior authorization number as well as any related documentation with the laboratory order.

For questions, concerns or additional information, please contact your RML Account Representative.