HAWAII HEALTH SYSTEMS C O R P O R A T I O N *"Touching Lives Everyday"*	*Quality Through Compliance*	Policy No.: **FIN 0510**
		Revision No.: N/A
Policies and Procedures	Issued by: Corporate Compliance Committee	Effective Date: September 15, 2000
Subject: *Laboratory Custom Profiles*	Approved by:	Supersedes Policy: N/A
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I. PURPOSE: To order and bill only HCFA approved tests and panels. Medicare will only pay for those tests which are reasonable and necessary.

II. POLICY: Facilities will only recognize panels developed by the American Medical Association and adopted for reimbursement by HCFA.

III. PROCEDURE: The following steps should be performed to guarantee that custom profiles are not ordered. It is the responsibility of the Chief Financial Officer at each facility to ensure adherence to this procedure.

A. Implementation:

1. Laboratory personnel must review and guarantee applicable revisions are made to the chargemaster and related Laboratory and Order Entry master files/dictionaries to make sure all custom profiles are removed.

2. Hospital personnel must utilize the standard laboratory requisition form to prevent ordering of custom profiles.

3. All staff/physicians responsible for ordering, charging, or billing laboratory services will be educated on the contents of this policy.

B. Daily:

1. Laboratory and order entry personnel must make sure orders/requisitions received do not contain custom profiles.

2. If such instances are noted, personnel must contact the ordering physician to obtain the corrected order.

3. If the ordering physician cannot be reached at the time of service, obtain an Advance Beneficiary Notice for those test(s) which do not meet local medical review policy as defined in the Advance Beneficiary Notice Policy.

IV. DEFINITION: Custom Profiles: Custom profiles are groups of tests or panels which are designed by physicians and not defined by the American Medical Association or HCFA.