

## Required Elements of an Order

- Must define the specific test or service that is requested
- Must contain a current/specific diagnosis(s) or (ICD-9-CM code – full code ► all of the digits after decimal)
- Must have a date of request
- Must fully identify the patient/beneficiary
- Must be requested by a **legally authorized** person (*from the Code of Federal Regulations*)
  - Physician treating the beneficiary/patient
  - Physician who is acting as a consultant to the diagnosis and/or treatment of the patient/beneficiary
  - Medicare/Medicaid considers non-physicians practitioners as authorized under the following circumstances:
    - They furnish services that are considered physicians services
    - The services are Medicare approved for coverage
    - They are operating within the scope of their authority under state law
    - Who can be considered a non-physician practitioner
      - Clinical nurse specialist
      - Clinical psychologist
      - Clinical social worker
      - Nurse-midwife
      - Nurse-practitioners
      - Physician assistant
- Must be an **authenticated** order: (*Indiana State Code*)
  - Full name of ordering party, including first initial, last name and title
  - A unique identifier, such as written signature or electronic signature
  - Written initials if full signature appears on the same page of document.
- Must be written (phone orders must be followed up with written order)
  - **ALL TELEPHONE REQUESTS / ADD-ON ORDERS / CHANGE ORDERS** must be followed with the written request (within 48 hrs) and must contain all of the required elements of a proper order.
  - Written orders should be FAXED to the party receiving the verbal order
  - The Indiana University Health Pathology Laboratory (IUHPL) has a scripted follow-up order for Faxing.
- If an ABN was obtained then a copy of the signed ABN should accompany the order.

***The Office of Inspector General (OIG) may consider it fraud and abuse if tests and services are submitted for payment without a proper order. Medicare and Medicaid may deny payment, if any of the above records are not available to the local fiscal intermediary.***

**WORKING TOGETHER WILL MAKE COMPLIANCE EASIER FOR ALL**

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