

Out of Province/ Out of Country – Outpatient Test Approval Process

Effective June 1, 2018, the Provincial Lab Agency requires all labs in the province to have prior funding approval for **outpatient** tests to be tested at referral labs that are located out of province (OOP) or out of country (OOC).

- Application forms for funding approval are to be completed by the ordering provider and sent to the Lab Agency for approval prior to the patient coming to the lab. An approval letter will be sent to the ordering provider who then sends the patient to the lab for collection of the test. See Section A below if patient doesn't have the approval letter with them.
- Labs are also required to get written patient consent before sending a sample to an OOP/ OOC lab. This is so the patient consents to having their demographic data sent out of the province or out of the country.

PROCESS:

Outpatient test is identified as a test performed out of province or out of country.

A. Patient **does not** have Approval Letter from Lab Agency.

1. Give patient the following two (2) forms to bring back to their ordering provider to complete. Tests cannot be collected without prior approval. Forms can be found in the Out of Province/ Out of Country section on the [Lab Team Site](#).
 - a. **Lab Agency OOP/ OOC Funding Application Form**
 - b. **Lab Agency Agreement and Consent for Out of Province Testing**
2. Ordering provider to send completed forms to the Lab Agency for approval.
3. Lab Agency will forward an Approval Letter to the ordering provider if approved.
4. Ordering provider to send patient back to lab with:
 - a. **Lab requisition**
 - b. **Lab Agency Approval Letter**
 - c. **Patient Consent Form**

B. Patient **has** Approval Letter from Lab Agency & Patient Consent Form.

1. Collect sample and forward it to the referral lab with the Lab Agency Approval Letter.
 - Instructions for billing are detailed in the approval letter.
2. Attach to the requisition the following documents and file for easy reference.
 - a. **consent form**
 - b. **copy of the Approval Letter**

Note: If patient does not have a consent form, have patient sign a new form.

- Patient must read the consent form prior to signing.

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- If patient refuses to provide consent for themselves or as a legal guardian, the test will not be collected.

Record Retention

Consent forms and approval letters are to be stored by the lab for one (1) year on site and then for life either on or off site (as per NH Regional Health Information Management System).

DO NOT send the consent forms to the HIMS dept or to the ordering provider.

Invoices

Out of Province/ Out of Country referral labs are to send invoices to the Lab Agency at the address below as instructed in the patient's approval letter. The OOP/ OOC Program at the Lab Agency will forward payment to the referral lab.

NH labs are responsible for any outpatient invoices from OOP/OOC referral labs if funding approval was **not** given by the Lab Agency.

Patients are **not** to be charged or billed for any OOP/OOC testing.

Invoices sent to you in error by the referral lab that were pre-approved for funding can be forwarded to the Lab Agency for payment:

Out of Province/Out of Country Program
BC's Agency for Pathology and Laboratory Medicine
Suite 300-1867 West Broadway
Vancouver, BC V6J 4W1