

Data Processing Tips for Order Entry and Billing Success

1. For Outpatient Labs, Collection Date in SunQuest must match the Registration Date of Check-in in Soarian
 - If dates do not match, please create a new Laboratory or Lab Specimen Encounter in Soarian
2. Tests cannot be entered on Cancelled/No Show Encounters. Please verify in Soarian that ECD is still active before entering into SunQuest.
3. Outpatient labs cannot be entered on other outpatient testing/physical or occupational or speech therapy ECDs.
4. If two or more provider orders are presented, please register an additional Encounter(s) in Soarian for each provider and enter orders on correlating ECD.
5. Venipuncture Workload Codes (VPA, VPT, VPG, VPC) should not be used for any Urine or Breath test collection.
6. There are several Reference Lab test code IDs that have automatic billing assigned to increase timely filing:
 - Using the built test code ID is important to ensure the revenue is captured and the Medical Necessity Checker Tool can run Medical Necessity and produce an Advance Beneficiary Notice (ABN) if applicable.
 - i. An Advance Beneficiary Notice (ABN) is a written notice provided to Medicare beneficiaries by their healthcare providers when there is a belief that Medicare may not cover certain items or services. The purpose of the ABN is to inform beneficiaries that they may be responsible for payment if Medicare denies coverage for the service.
 - When Generic Mayo and MISC test codes are used instead of the built test code IDs then the billing and an ABN could potentially not be captured.
 - Please use the Referral Lab Test Code Guide.