

Coordination of Genetic Testing

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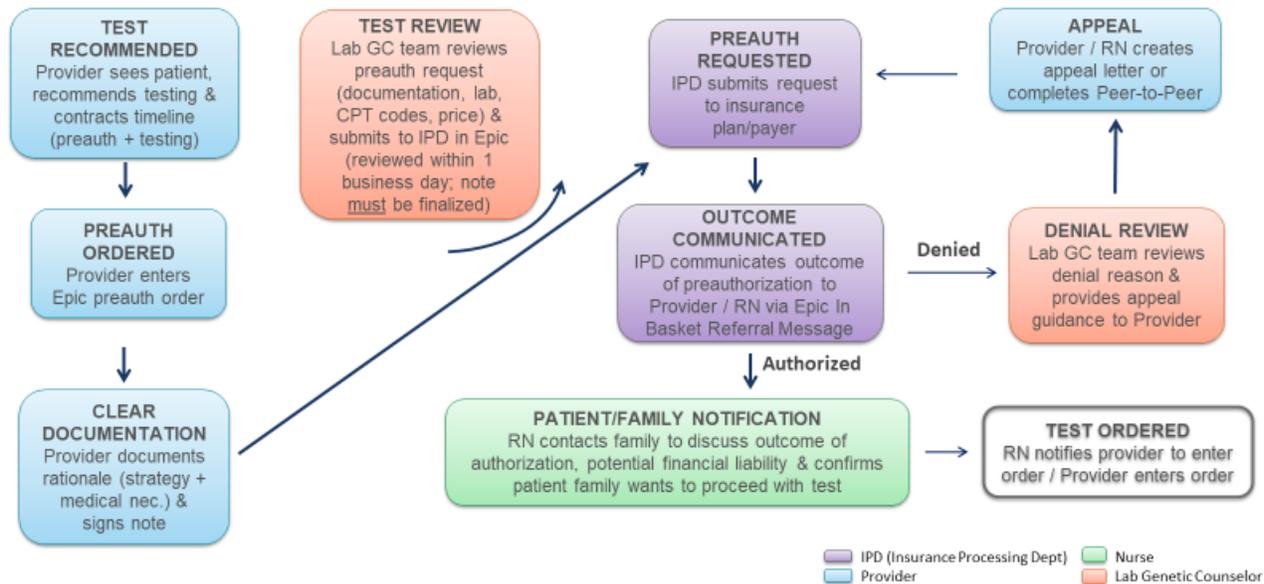
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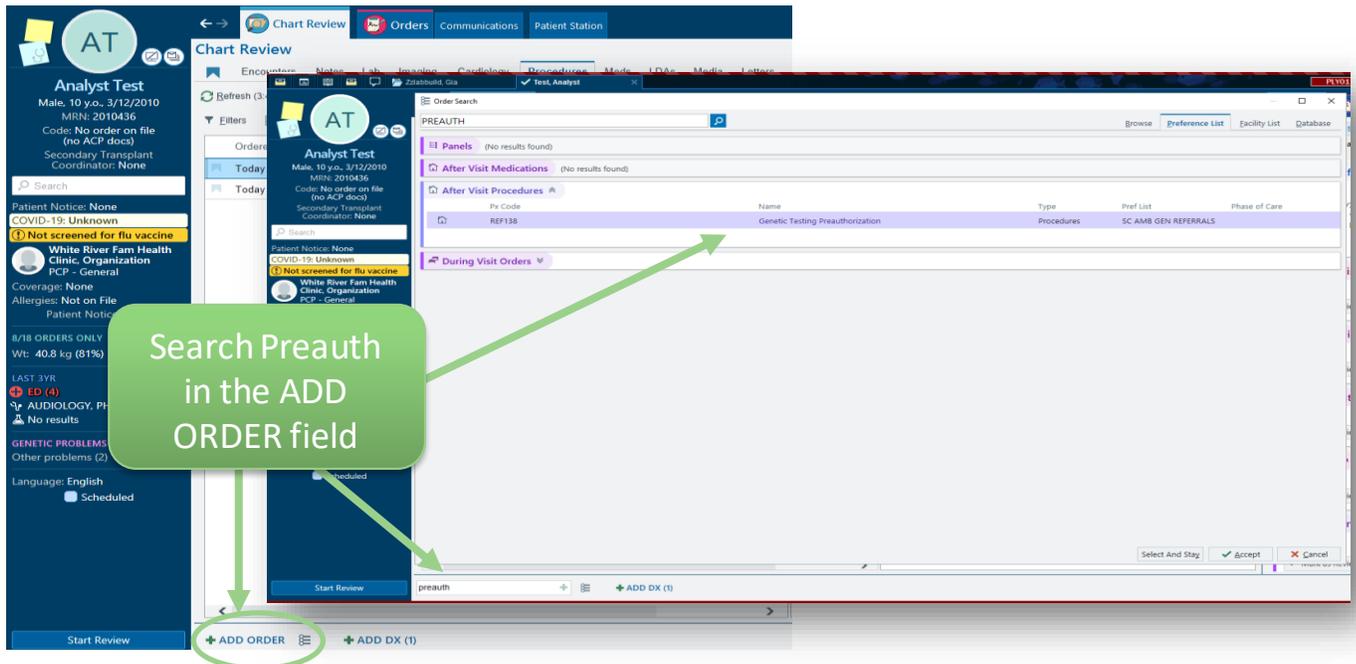
Genetic Test Preauth/Order Workflow:

Keys to success include clear documentation, communication & authorization

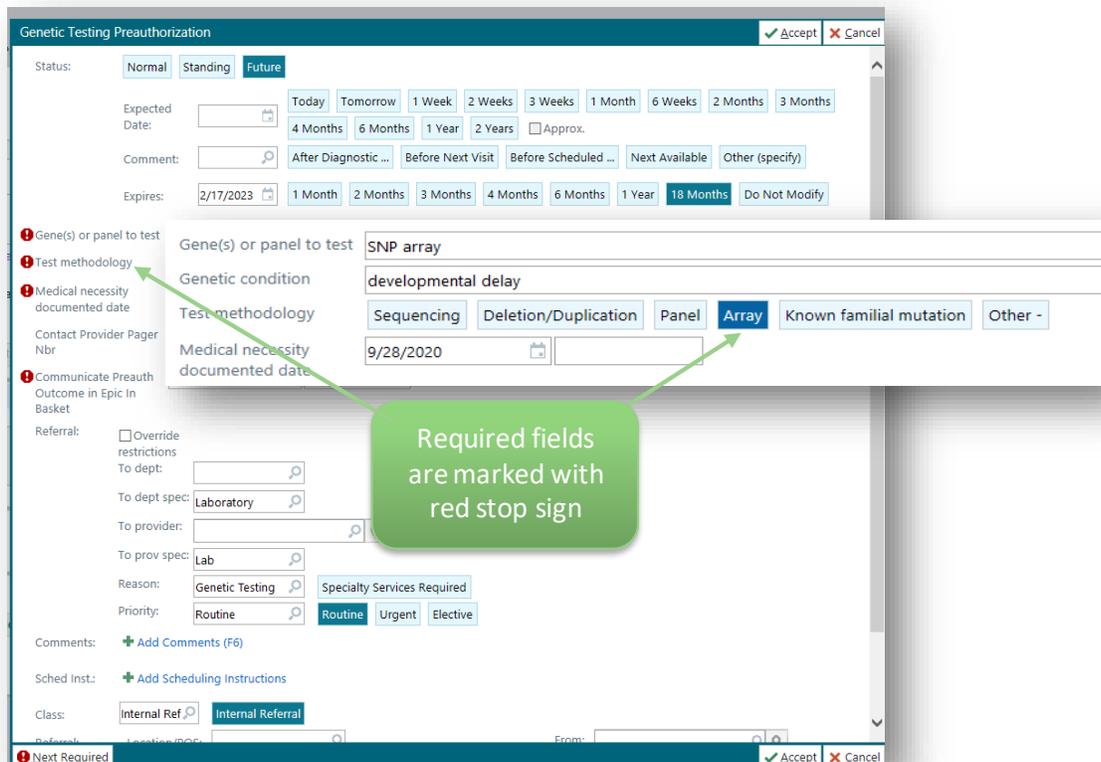


How to order Genetic Testing Preauthorization

1. Within the patient's Chart, navigate to the Orders field and search for **Genetic Testing Preauthorization**.

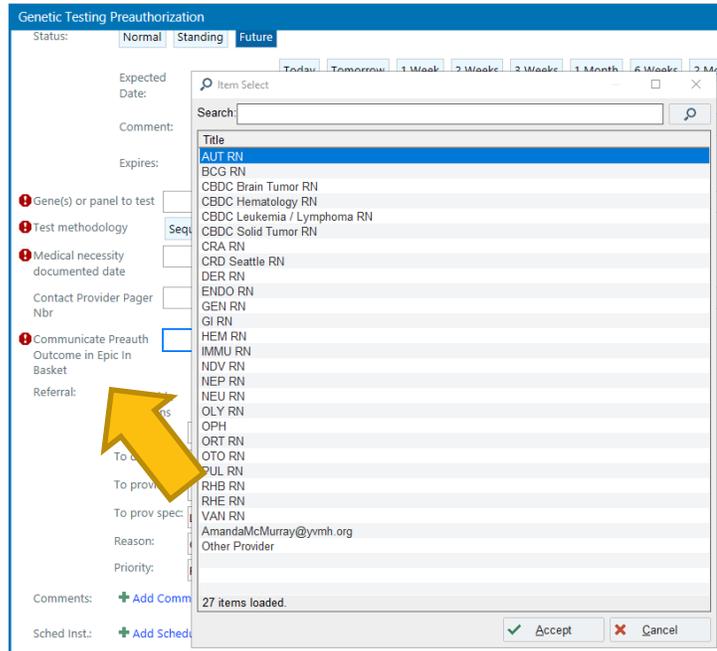


2. Complete all required fields (marked with a red stop sign)



3. Specify to whom the IPD (Insurance Processing Department) should communicate the preauthorization outcome. This is typically the nursing team for the specialty. Some teams choose to also include the

ordering provider and/or genetic counselor. The outcome should go to the person in the care team who will communicate with the family and complete next steps in test coordination.



If the outcome should be sent to someone or another pool not listed, **use the ‘Other Provider’ selection and fill in the free text field** below to specify to whom the IPD should communicate the preauth outcome.

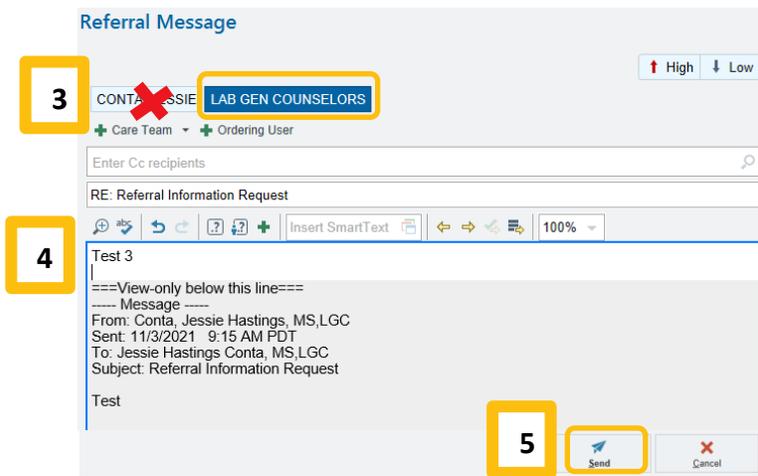
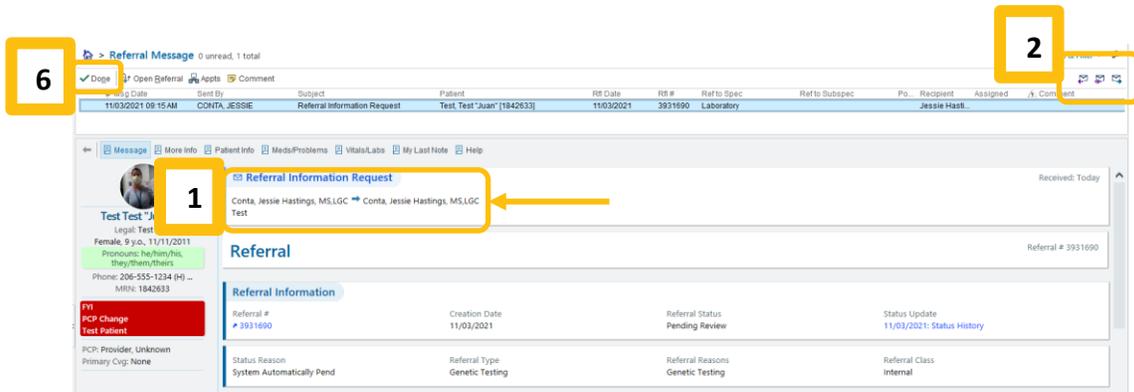
Communicate Preauth Outcome in Epic In Basket

GEN RN
 Other

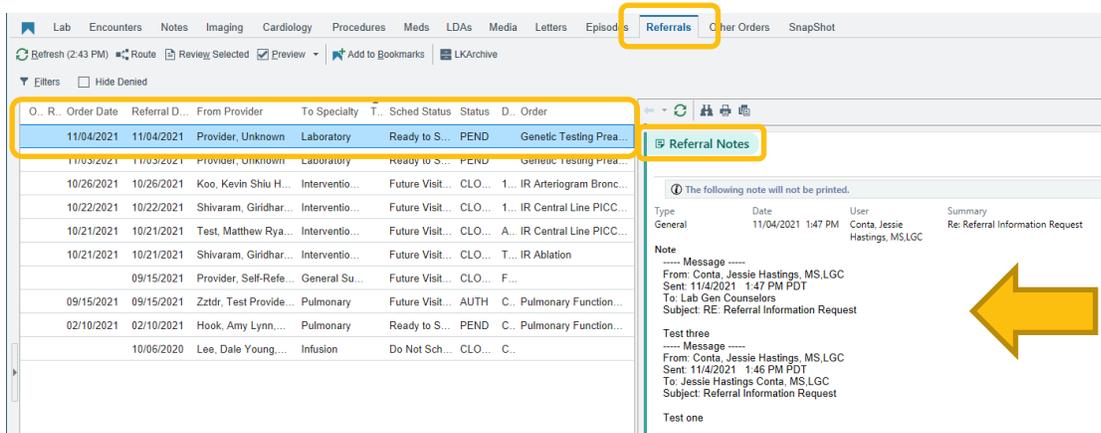
Communicate Preauth Outcome in Epic In Basket (Free Text)

Other: Dr. Geneticist

4. Add the appropriate diagnosis code(s) and sign the order.
5. Completed Genetic Testing Preauthorization orders will appear in the **Referrals** tab within the patient chart.
6. The Lab Genetic Counselor (GC) will review the request and review the medical rationale/necessity for the test, ensuring clear documentation in the medical record.
 - If a request requires clarification, the requesting provider will receive a **Referral Message** from the Lab GC via communication(s) within Epic In Basket.
 1. Review message from LabGC/GCA team.
 2. Click  to **Reply All**
 3. Select the **LAB GEN COUNSELORS** pool.
 4. Add your response to the query from the LabGC/GCA team.
 5. Click Send.
 6. Click Done to remove the message from your inbox.



The communications between the Lab GC/GCA team and the ordering provider(s) are saved in the chart, within the **Notes** section of the Referral.



- Once the request details are clear and the provider's note is signed, the Lab GC will submit the referral with appropriate details to the Insurance Processing Department (IPD) to initiate the preauthorization process.
- IPD will notify the designated contact(s) regarding the outcome of the preauthorization request via Epic In Basket (selected during step 3, above).

How to check the status of a preauth request:

Details regarding the preauthorization request can be found within the **Referrals** tab of the patient's chart.

The Lab GC team will document communications with the ordering provider(s) in the **Notes** section of the referral.

The Insurance Processing Department (IPD) will add notes to the referral that include details regarding when the request was submitted to the insurance payer, the current status, and details regarding the outcome of the request.

Important details, such as the diagnosis code(s) and CPT code(s) can be found **within the referral** itself.

Details and status of the preauth referral can be found by reviewing the **Referral Notes**.

Display in chart sidebar

Details of referral appear here

CPT code

Diagnosis code

Referral #	Creation Date	Referral Status	Status Update
3880080	09/24/2021	Pending Review	

Status Reason	Referral Type	Referral Reasons
System Automatically Pend	Genetic Testing	Genetic Testing

To Specialty	To Provider	To Location/Place of Service	To Department
Lab	none	none	none

To Vendor	Referred By	By Location/Place of Service	By Department
none	Provider, Unknown	MAIN CAMPUS	LABORATORY

Priority	Start Date	Expiration Date	Referral Entered By

Procedure Information
Service Details
Procedure REF138 - GENETIC TESTING PREAUTHORIZATION
Free Text Procedure Description 81229

Diagnosis Information
Diagnosis R62.50 (ICD-10-CM) - Developmental delay

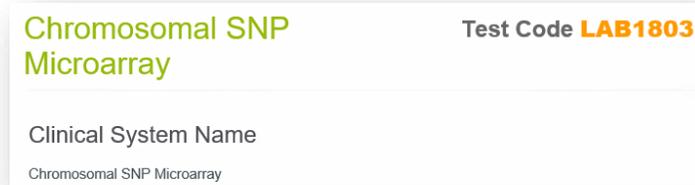
Referral Notes
The following note will not be printed.
Type Date User Summary Attachment
General 09/24/2021 Wittowski, Genetic Testing Preauth -
1:53 PM Claire L Details

Genetic Testing Preauth Details
Test Name SNP array
Payer-specific details
Estimated charge \$2445.40
Reference Laboratory SCH
Secondary Contact Counselor, Genetic, MS, CGC
Medical necessity is documented in progress notes from ordering and secondary providers dated 9/22/21.

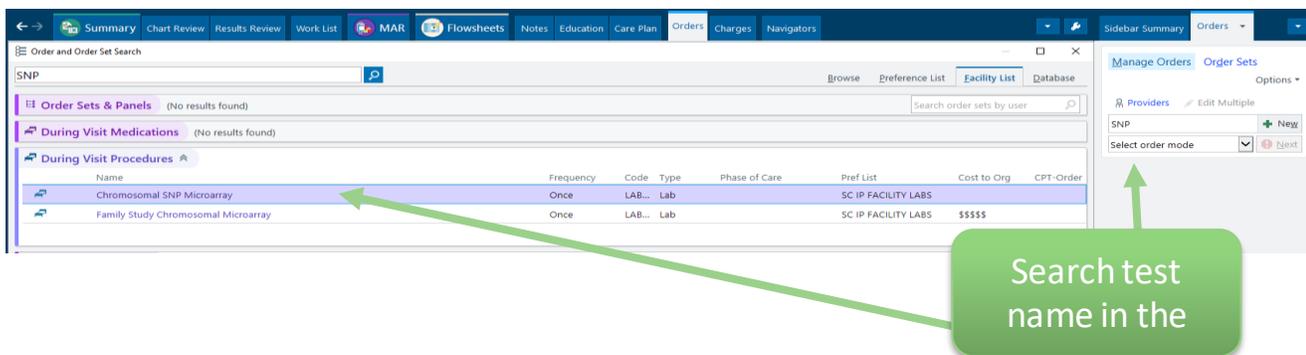
Request submitted by (LabGC@seattlechildrens.org) on 9/24/21.

How to order a BUILT genetic test:

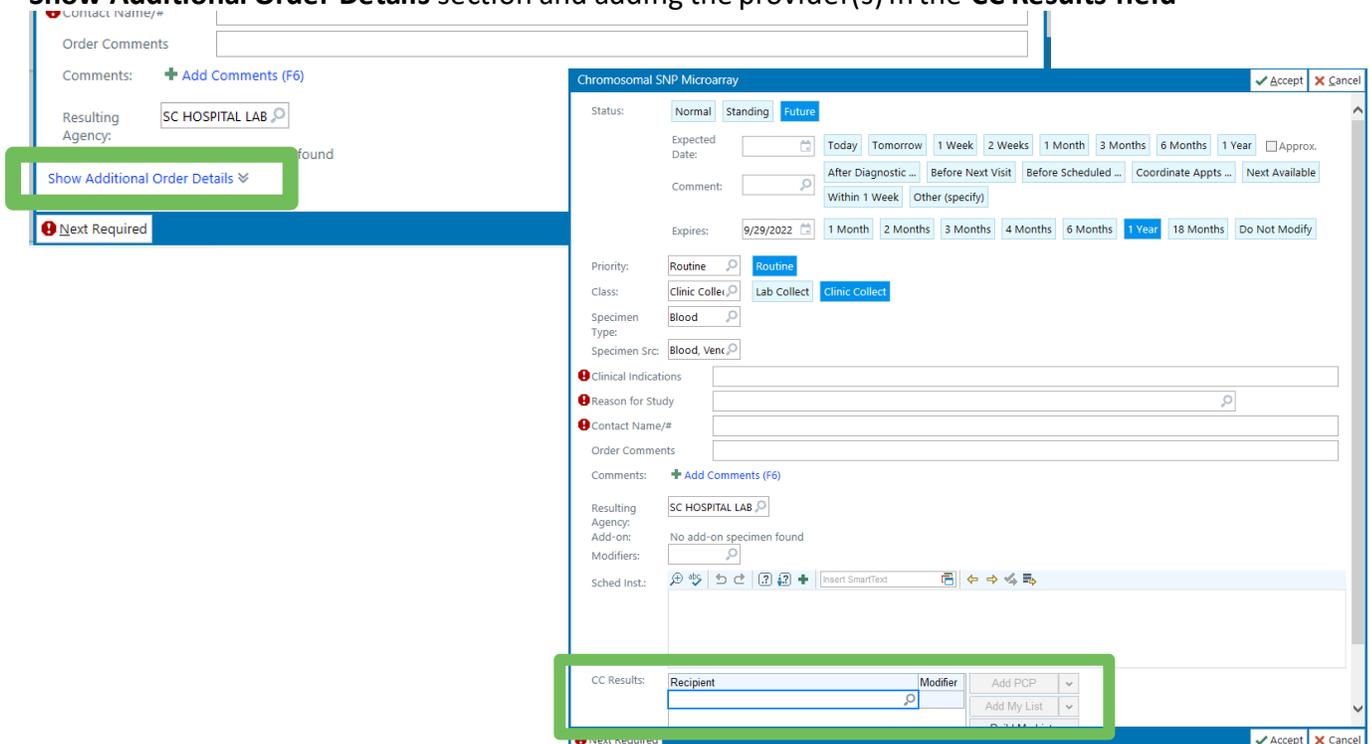
1. Search the SCH Lab Test Catalog (aka LabMan) <https://seattlechildrenslab.testcatalog.org/>
2. Built tests will have an entry with details regarding the test, including acceptable specimen types, and guide you how to find the test in Epic. You can search using the test name or test code:



3. Within the patient's Chart, navigate to the **Orders** field and search for test name using the details from LabMan (such as test name, test code,...)



4. Complete all required fields (marked with a red stop sign)
5. Include any providers to be cc'd on the results (resident, genetic counselor, etc.) by expanding the **Show Additional Order Details** section and adding the provider(s) in the **CC Results** field



How to order a MISC genetic test:

1. Search the SCH Lab Test Catalog (aka LabMan) to confirm the test is NOT built (and should be placed as a miscellaneous): <https://seattlechildrenslab.testcatalog.org/>
2. Once confirmed, search orders for **Miscellaneous Genetic Test**
3. Complete the required fields, including specimen volume and tube type so that phlebotomy team is aware of specific sample to collect. **Add comments** by expanding the **Comments** field.
4. Include any providers to be cc'd on the results (resident, genetic counselor, etc.) by expanding the **Show Additional Order Details** section and adding the provider(s) in the **CC Results** field.

How to order a test using banked DNA, residual DNA, or an MGL hold sample using an Add-on Lab Test Communication order

Please use the Add-on Lab Test Communication order when ordering a test using a sample that is already in lab, such as DNA that is banked, on Molecular Genetics Lab (MGL) hold, or residual DNA from another test previously performed.

1. Provider will enter **Add-on Lab Test Communication** order (LAB3711) and complete the required fields. Include any providers to be cc'd on the results (resident, genetic counselor, etc.) by adding the provider(s) in the **CC Provider(s)** field.

2. Add the appropriate diagnosis code(s) and sign the order.
3. Once received by the lab, the order will be triaged and converted to the appropriate **Built** test or **Miscellaneous Genetic Test** order.

How to order a Molecular Genetics Lab (MGL) hold

Molecular Genetics Lab Hold requests are restricted to clinical lab testing ordered by Seattle Children's Hospital providers only. **Requests must meet defined criteria.** This service is performed at no charge to the patient.

1. Review the [criteria for MGL hold](#) and ensure your patient meets criteria.
2. Provider will enter **Molecular Genetics Lab Hold (LAB1905)** order and complete the required fields.

3. The MGL Hold order will be visible in the Lab section of the patient chart.
4. When you are ready to proceed with testing, use the **Add-on Lab Test Communication** order (see instructions above).

Information regarding MGL Hold & DNA banking

Link to the Lab Test Catalog for [additional information regarding how to order](#) & [frequently asked questions](#).

Information regarding alternate specimen (saliva/buccal) collection kits for genetic testing

Blood is often the preferred sample type for genetic testing due to the large amounts of high-quality DNA that can be extracted from the white blood cells. However, alternate samples types, like saliva and buccal cells, can provide enough DNA to perform most genetic testing. These samples may be easier to collect or preferred for testing based on the clinical scenario.

Refer to the [Lab Test Catalog](#) page (if Built test) or the specific reference lab's website (if MISC test) for the type(s) of alternate specimen(s) accepted by the laboratory for genetic testing.

Visit the [Alternate Specimen Collection Kits for Genetic Testing](#) page for additional information and instructions about how to request a kit be sent to your patient.

Information regarding the use of residual DNA for genetic testing

Before ordering a genetic test, confirm the desired sample type. Patients may have banked DNA, a sample on MGL hold, or residual DNA from a previous genetic test performed at Seattle Children’s Hospital that could be used for additional genetic testing. This can avoid an additional draw for the patient and/or negate the need to collect an alternate sample. **Note:** blood drawn at SCH and sent for a test performed at an outside lab will not have residual DNA at SCH.

If the patient had a genetic test performed in the SCH in house lab within the last year, there may be residual DNA available to add onto or send out for additional genetic testing. Please email the [Lab DNA Bank team](#) to check on the availability of residual DNA. Include the name of the desired test, performing reference lab, and name of previous test that may have residual DNA in the communication to the Lab DNA Bank team.

Placing Genetic Orders on Admitted Patients

Some patients will have genetic testing orders placed on ambulatory encounters. Occasionally, these patients are admitted as inpatients and those genetic test orders are not visible in inpatient encounters.

In these instances, inpatient providers will notify the on-call genetics provider, who will need to place the orders on the inpatient encounter so that they can be carried out during the patient’s admission.

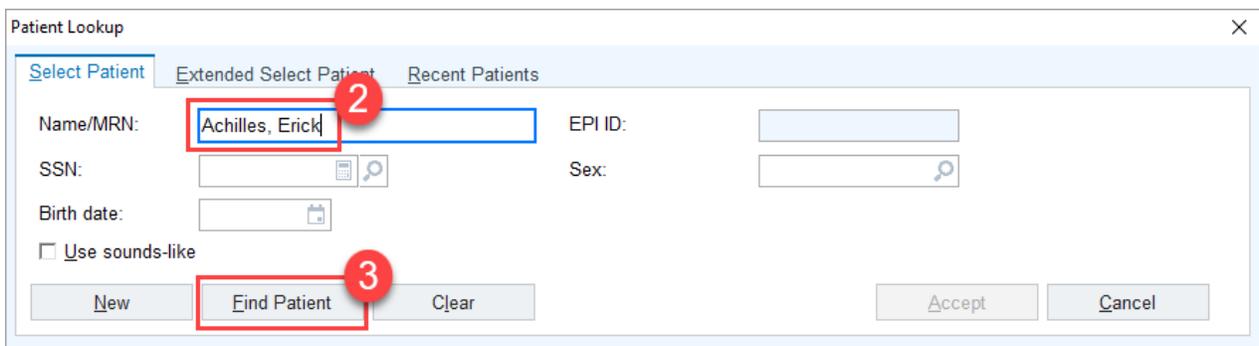
Note: This tip sheet is for admitted inpatients. For patients needing ambulatory orders placed, follow the standard ambulatory lab ordering workflow.

Find the admission encounter

1. Click **Patient Lookup** to search for the patient.



2. Enter the patient’s name or MRN in the search field.
3. Click **Find Patient**.



4. Confirm the patient details. Click **Select**.

Patient Select

Search Criteria
Name/MRN: Achilles, Erick

Wt	Patient Name	MRN	Date Of Birth	Age	Leg...	Address	Pat Rel Name	Pat Rel f
17.98	ACHILLES,ERICK	1005271	9/13/2005	16 yrs	M		Eliasmom, zyxorders	Mother

Results loaded: 1

Achilles, Erick - 1005271

- Born 9/13/2005
- 16 y.o. Male
- SSN: xxx-xx-0000
- No address on file
- No phone numbers on file
- No e-mail address on file
- Family Medicine, Physician, MD

Current Admission

- Date: 9/27/2021
- Unit: Medical Unit Forest 3
- Admitting: Inpatient, Attending Physician, MD

Select Go Back

- Go to **Chart Review > Encounters**.
- Click the **Admission (Current)** row to select it.
- Click the **Encounter** button on the toolbar to open the selected encounter.

Chart Review Synopsis Growth Chart History Allergies Problem List Immunizations Demographics Select E...

Chart Review

Encounters Notes Lab Imaging Cardiology Procedures Meds LDAs Media Letters Episodes

Refresh (12:54 PM) Route Review Selected Synopsis Lifetime Preview Encounter Add to Bookmarks

Filters Hide Add'l Visits Me Urology Urology at Seattle C... Admissions

When	Type	Department
Yesterday	Admission (Current)	MEDICAL F3 UNIT - Inpatient, A

Place order(s) on admission encounter

- Click on the **Orders** activity tab.
 - Make sure the **Active** tab is selected.

Chart Review Summary Results Notes **Orders**

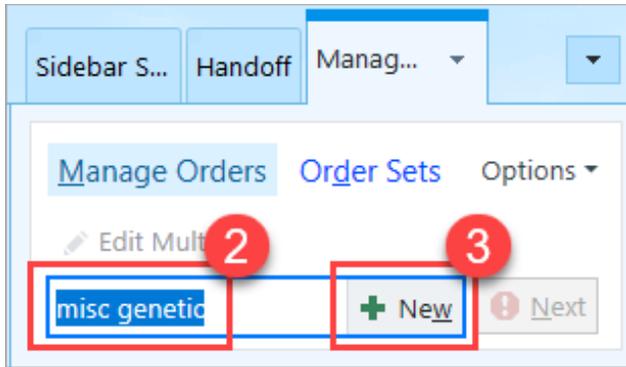
Orders

Active Signed & Held Home Meds Cosign Order History

View by: Order Type Go to: Diet and Nutrition

- In the **Manager Orders** sidebar, type the order into the search field.

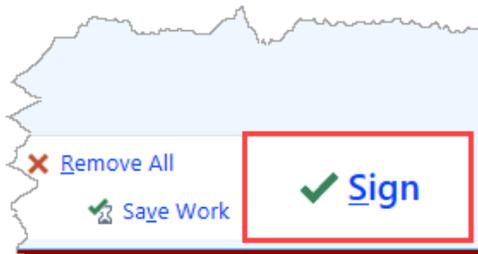
3. Click **New**.
 - a. **Note:** When placing the order in the inpatient encounter, no additional prior authorization is required.



4. With the order composer open, fill out all details of the genetics order.
5. Click **Accept**.

 A screenshot of a 'Miscellaneous Genetic Test' order composer form. The form has a blue header with 'Miscellaneous Genetic Test' and 'Accept' and 'Cancel' buttons. The form contains several sections: 'Frequency' (set to 'Once'), 'Starting' (9/28/2021), 'At' (1341), and 'First Occurrence' (Today 1341). There are several input fields with red warning icons: 'What is the name of the test you wish to perform?', 'Contact Name/#', 'Specimen Details', 'Specimen Type', and 'Specimen Source'. A 'Comments' section has a '+ Add Comments' button. An 'Add-on' section shows 'No specimen type selected'. A 'Process Instructions' section contains a warning message: '***IMPORTANT*** All orders for miscellaneous require review and approval before being sent out. You may also be asked to complete the "new test request" form. Please call Send Outs team with any questions, M-F, 206-987-2563'. At the bottom, there is a 'Next Required' warning icon and a 'Link Order' button. The 'Accept' button is highlighted with a red box and a red circle with the number '5'.

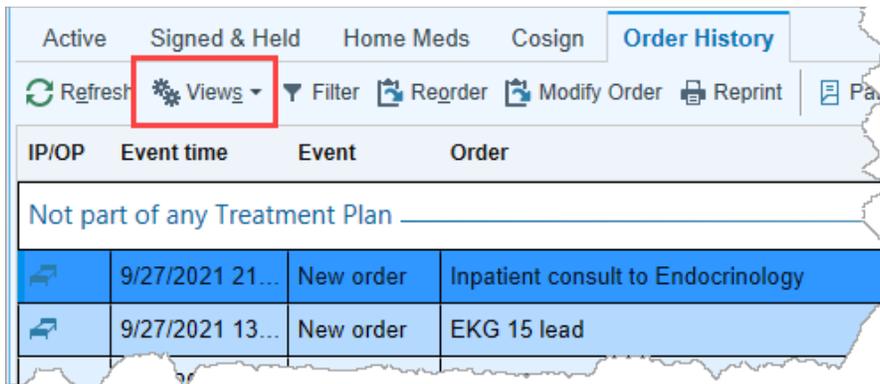
6. With all the order details entered, click **Sign** in the Manager Orders sidebar.



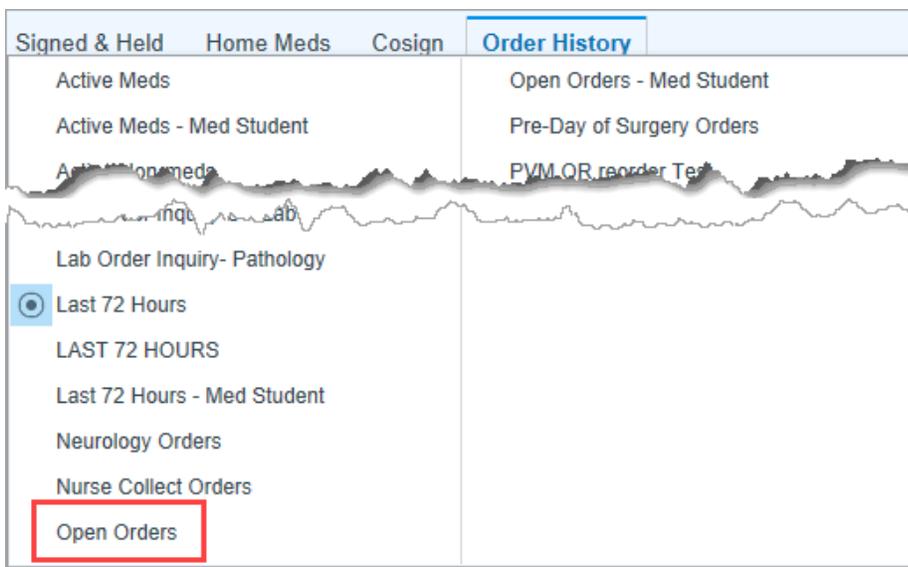
7. **CRITICAL:** After signing the inpatient genetic order, proceed to the section below to cancel the duplicate genetic order that was placed under the ambulatory encounter.

Canceling the ambulatory lab order(s)

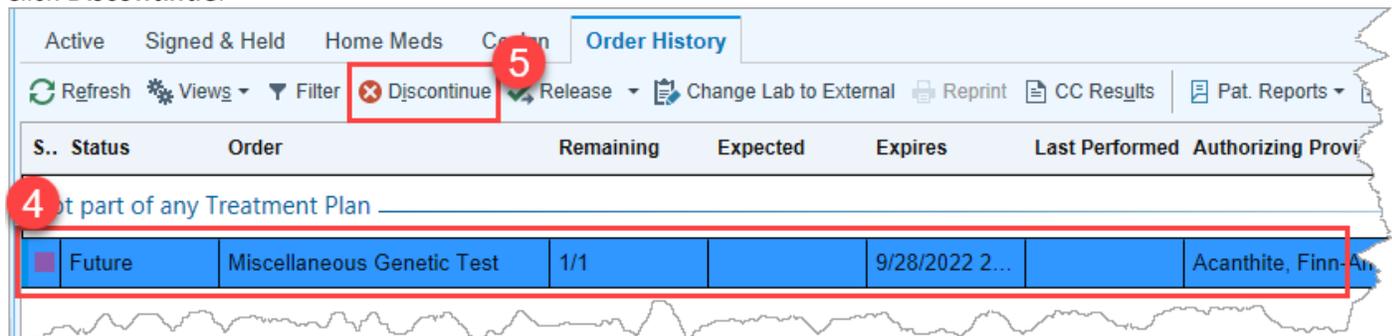
1. Within the **Orders** activity, click the **Order History** tab.
2. In the toolbar, click the **Views** button.



3. Select **Open Orders** from the list.



4. Select the genetic test order in the list of open orders within **Order History**.
5. Click **Discontinue**.



6. In the Cancel Order window, add a **Reason for canceling** of "Duplicate".
7. Enter a comment in the **Comments** field describing the reason for canceling the order.
8. Click **Accept**.

Cancel Order

Miscellaneous Genetic Test

Reason for canceling:

Duplicate 6

Comments:

Reordered test on inpatient encounter due to admission encounter. 7

8

Accept Cancel