

Referral Lab Testing for Central Louisiana State Hospital -Pineville

Attachment B – Scope of Work

RFx #3000021822

REFERRAL LABORATORY TESTING SERVICES, AS NEEDED FOR CENTRAL LOUISIANA STATE HOSPITAL - PINEVILLE, HEREIN REFERRED TO AS PINEVILLE. LOCATED AT:

**242 W. SHAMROCK ST.
PINEVILLE, LA 71361-5031**

Contractor shall provide laboratory services to residents at Pineville. Contractor will perform all laboratory test requested by attending physicians for which the Contractor has facilities or arrange for specimen referral to a certified reference laboratory for those tests that cannot be performed by the Contractor.

SERVICES TO INCLUDE ALL OF THE FOLLOWING:

SPECIMEN TRANSPORT

Specimens shall not be processed in any manner of transport other than that necessary to preserve specimen.

EQUIPMENT & SUPPLIES

Contractor shall provide all equipment, software, supplies, forms, etc., necessary for the collection, labeling, and transporting of lab specimens for the period of the contract.

Contractor is to provide at least one-hundred twenty (120) urine cups with sealing lids per month that allow for identification labels. Urine tubes and a suction needle shall be supplied for the transfer of urine to tubes, as needed.

All replacement supplies requested by Pineville are to be delivered within forty-eight (48) hours of request.

Contractor must supply Pineville with a computer, printer, and modem capable of receiving test results through a secure, direct connection to the Contractor's system. THIS SECURE CONNECTION SHALL BE INDEPENDENT OF PINEVILLE'S COMPUTER NETWORK. While on-line access to lab services is expected, the Contractor-provided computer must also be capable of serving as an alternative back up service onsite with daily backups, onsite data storage, and the ability to order and receive lab results.

PICK-UP REQUIREMENTS

Contractor shall provide for pickup of our Routine lab specimens once daily, Monday through Friday, 8:00 AM until 4:00 PM (Central Time), excluding the following major holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and, Christmas Day. Other holidays may be excluded from the required pickup at the discretion of Pineville. The Contractor pickup for Same Day labs shall be no more than (1) one hour from time of call for Same Day pickup.

Contractor pick up for After Hours Same Day requests is preferred. If the Contractor cannot provide pick up service for After Hours Same Day requests, Pineville reserves the right to sever this part of the service from the contract and purchase from another source.

AFTER HOURS SAME DAY DROP OFF LOCATION

Contractor must provide an After Hours Same Day drop off location that is located within forty-five (45) minutes of Pineville

Pineville will provide for collection of non-blood specimens and blood specimens. Designated Pineville personnel will be trained in collecting Routine, Same Day, and After Hours Same Day and unscheduled blood specimens if needed. Pineville will ensure that specimens are adequately labeled and stabilized. Pineville will be responsible for After Hours Same Day delivery to a location agreed upon by both parties. Pineville will also insure that the laboratory request forms are filled out properly, accurately, and completely, and will complete the accurate billing information upon submission of the requisition.

REPORTING OF TEST RESULTS

Contractor must contact Pineville by telephone upon completion of Routine and Same Day requests. Same Day reports should take no more than six (6) hours from time of pickup/drop off to call back of the results. When the test analysis is complete, the reference laboratory personnel or contracted hospital lab personnel will notify Pineville by computer printer (auto print), by phone, or fax.

Routine tests shall be reported within twenty- four (24) to forty-eight (48) hours of receipt of the specimen by the testing facility.

Specialty tests shall typically be reported within seventy-two (72) hours of receipt of the specimen by the testing facility.

Lab results shall be made available to the Pineville computer furnished by the Contractor with secure online viewing within twenty-four (24) hours and Contractor shall fax when necessary or requested. Labs shall be available via secure online site as well as available in format compatible with EMR/EHR (Electronic Medical Record/Electronic Health Record) systems for most providers (Health Level 7 (HL-7)).

TRAINING

Contractor must provide periodic in-service training sessions with qualified personnel to update Pineville’s personnel in test ordering procedures, specimen collection, etc. associated with the contract.

CONTRACTOR LICENSING REQUIREMENTS

Laboratory shall be licensed to perform medical laboratory analysis under the provisions of the Clinical Laboratories Improvement Act of 1967 (42 U.S.C. 263A). Laboratories for this contract must be currently licensed, and maintain license throughout the contract period.

Laboratory must have an accreditation certificate by the College of American Pathologists (CAP). Laboratory must have been accredited for at least the previous ten (10) years and must maintain accreditation throughout the contract period.

*Legible copies of the CLIA license and CAP accreditation certificate will need to be provided within three (3) business days of the bid opening date, if not included in the bid packet.

Contractor shall also be licensed with a Board Certified (Anatomic and Clinical) Pathologist to review all results and be available for consultation on laboratory results or clinical problems.

OUTSIDE TESTING

In the event that the test are not performed in the Contractor's own laboratory and are sent to an outside lab(s), there will be no additional referral charge. The certification and licensing requirements for the outside lab(s) are the same as those specified for the contract laboratory.

BILLING

Contractor shall handle all financial arrangements for services under the contract and bill Medicare/Medicaid and accept assignment for full payment of these charges. All private pay patient charges will be billed to Pineville. Contractor will bill back to Pineville all charges necessary, according to Attachment C - Price Sheet, when indicated on the lab requisition as client bill (i.e. Medicare skilled or hospital patient).

Pineville will provide accurate billing information upon submission of the lab requisition form. Contractor shall be required to enroll or contract with all managed care organizations (MCOs) that are contracted with the Louisiana Department of Health's (LDH) Healthy Louisiana Program and with LDH Office of Behavioral Health (OBH) behavioral health partnership Contractor, Magellan. Billing for all Medicaid recipients that are enrolled as members of one of the MCO's or whose care is coordinated and covered by Magellan must be submitted to the MCO or Magellan for consideration and payment in accordance with the authorization and billing requirements of the MCO or Magellan. Contractor will be responsible for billing Medicare patients and legacy Medicaid patients that are not covered by Magellan or one of the managed care organizations (MCOs).