

**Referral Lab Testing for Villa Feliciana
RFx #3000023802**

Attachment B – Specifications

LABORATORY TESTING SERVICES, AS NEEDED FOR VILLA FELICIANA MEDICAL COMPLEX, HEREIN REFERRED TO AS VFMC OR VFH (VILLA FELICIANA HOSPITAL), LOCATED AT:

**4988 HIGHWAY 10
JACKSON, LA 70748**

The Contractor is to provide laboratory service to residents at VFMC. The Contractor will perform all laboratory tests 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 that may potentially cause damage or degradation to the specimen or takes more than six hours to reach the Contractor’s testing location.

EQUIPMENT & SUPPLIES

The 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.

The Contractor is to provide an adequate supply of urine cups with sealing lids and that allow for identification labels. Urine tubes and a suction needle are also to be supplied for the transfer of urine to tubes, as needed.

All replacement supplies requested by VFMC are to be delivered within 48 hours of request.

PICK-UP REQUIREMENTS

The Contractor shall provide pick up of lab specimens once daily no later than 8:00 A.M. CST, Monday through Friday, excluding the following major holidays: Thanksgiving, Christmas Day, and New Year’s Day. Other holidays may be excluded from the required pickup at the discretion of VFMC.

The Contractor pick up for “Stat” requests is preferred. If the Contractor cannot provide pick up service for “Stat” requests, VFMC reserves the right to sever this part of the service from the contract and purchase from another source.

“STAT” DROP OFF LOCATION

Contractor must provide a “Stat” drop off location that is located within 45 minutes of VFMC.

VFMC will provide for collection of non-blood specimens and blood specimens. Designated VFMC personnel will be trained in collecting “Stat” and unscheduled blood specimens, if needed. VFMC will insure that specimens are adequately labeled, stabilized, and available for pickup at a location agreed upon by both parties. VFMC 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

The Contractor must contact VFMC by telephone upon completion of “Stat” requests. “Stat” reports shall be received by fax within three hours of receipt of test specimen.

When picked up daily by 8:00 a.m. CST, routine tests shall be reported by 5:30 p.m. CST daily.

Lab results shall be made available to the VFMC computer with secure on-line viewing within eight hours and vendor shall fax when necessary or requested.

TRAINING

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

CONTRACTOR LICENSING REQUIREMENTS

The 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). The Laboratories for the contract must be currently licensed, and maintain license throughout the contract period.

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

*Legible copies of the CLIA license and accreditation certificate must be provided within three business days of the bid opening date, if not included in the bid packet. The 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

The Contractor shall handle all financial arrangements for services under this agreement and bill Medicare/Medicaid and accept assignment for full payment of these charges. All private pay patient charges will be billed to VFMC. The Contractor will bill back to VFMC all charges necessary, according to the price sheet, when indicated on the lab requisition as client bill (i.e. Medicare skilled or hospital patient). VFMC will provide accurate billing information upon submission of the lab requisition form.

The 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’s (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. The 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).

RIGHT TO AUDIT

The State Legislative auditor, federal auditors, and the internal auditors of the Department of Health, the Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the contract for a period of five years after contract acceptance or as required by applicable State and Federal Law. Records shall be made available during normal working hours for this purpose.

RECORD RETENTION

Upon written request of the Secretary of the Department of Health or the Comptroller General or any of their duly authorized representatives, the Contractor's laboratory shall make available to the Secretary those contracts, books, documents, and records necessary to verify the nature and extent of costs of providing these services. Such inspection shall be available up to four years after the rendering of such services. If the Contractor's laboratories carries out any of the duties of this agreement through a subcontract with a value of \$10,000 or more over a 12-month period, the Contractor's laboratory agrees to include this requirement in any such subcontract. This section is included pursuant to and governed by the requirements of Public Law 96-499 of the Social Security Act and Regulations promulgated thereunder.

CONFIDENTIALITY OF TEST RESULTS

The Contractor agrees that test results constitute privileged medical information and such results are subject to applicable Louisiana and federal laws and regulations governing the same. Any breach of confidentiality by the Contractor, its agents, or employees may be cause for immediate contract cancellation. (A breach of this confidentiality clause voids the required 30 days written notice of cancellation listed in the invitation to bid –instructions to bidders #22)

It is understood that this policy of confidentiality is forever binding, even after contractors association with VFMC has terminated.

It is understood that failure to abide by this policy of confidentiality could also result in litigation against the contractor.