

Protocol: Out-of-Province Genetic Testing Coordination

Division of Genome Diagnostics

The following protocol is the responsibility of the Ordering Physician; the Division provides 'shipping and handling' services only.

STEP ONE: Request Funding.

FUNDING MUST BE SECURED PRIOR TO SAMPLE COLLECTION.

1. Choose a Testing Laboratory. Resources: <http://www.ncbi.nlm.nih.gov/gtr/> and www.genetests.org.
2. Obtain from the Testing Laboratory:
 - a. Requisition;
 - b. Consent form, if applicable;
 - c. Billing form, if applicable;
 - d. Cost of the test;
 - e. Turnaround time;
 - f. Sample Requirements: confirm that 4 mL EDTA peripheral blood is sufficient.
 - i. For other sample sources (frozen or paraffin tissue, amniocentesis, CVS): Discuss with Division prior to arranging testing.
3. Apply to BC's Agency for Pathology and Laboratory Medicine (the "Agency") for funding: <http://www.bccss.org/clinical-services/bcaplm/agency-programs/out-of-province-out-of-country>

If Agency Funding is Approved:

STEP TWO: Complete the Required Paperwork.

1. **Testing Laboratory Requisition** and any associated paperwork such as billing form or consent form. Ensure the form is completed in full, including Ordering Physician name and contact information.

Request "institutional billing" and state:

Bill at your institutional rate to:

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

Include the patient name, PHN, referring physician name, and report with the invoice.

2. **Request for Shipment for Out-of-Province Genetic Testing Form**

STEP THREE: Fax completed paperwork to the Division at 604-875-2707, in the following order:

- a. Request for Shipment for Out-of-Province Genetic Testing Form
- b. Testing laboratory requisition, billing form, and consent form, if applicable
- c. The Agency funding approval letter

STEP FOUR: Arrange Sample Collection.

1. Complete the MGL General Requisition: http://genebc.ca/uploads/CWMG_REQ_0000_v4_2_General_Requisition_extend.pdf

Sample type: EDTA blood

- i. If > 4 mL EDTA blood required for testing, specify volume.
- ii. Test requested: Other "Agency funded: [Test Name]"

2. Send patient for blood collection. Sample can be collected at *any* BC collection facility.

Upon sample receipt, MGL will:

- ship the entire blood sample and paperwork to the referral laboratory;
- send a letter to the referring physician, confirming the shipment, including date sent, to allow for tracking.

STEP FIVE: Contact the Testing Laboratory directly for result tracking and/or reporting.

Molecular Genetics Laboratory

BC Children's Hospital & BC Women's Hospital
 2J40 - 4500 Oak Street, Vancouver, BC V6H 3N1
 Phone (604) 875-2852 • Fax (604) 875-2707
 • moleculargenetics@cw.bc.ca • www.genebc.ca
 • Facility Code L1050

Request for Shipment
Out-of-Province/Out-of-Country Genetic Testing

To: Molecular Genetics Laboratory (MGL)
Fax: 604-875-2707
Phone: 604-875-2852

From:
Fax:
Date:
Pages:

COMPLETE FOR EACH SAMPLE & EACH REFERRAL LABORATORY

PRIORITY	SAMPLE TYPE	
<input type="checkbox"/> STAT (affects pregnancy management) EDD: _____ DD/MMM/YY <input type="checkbox"/> ROUTINE	<input type="checkbox"/> BLOOD <input type="checkbox"/> TISSUE ; Surgical Path #: _____ <input type="checkbox"/> DNA* ; MGL Sample ID: _____ <small>*prior approval required, as per policy</small> Quantity: _____ ug OR _____ ug/ul & _____ ul	MEDICAL GENETICS ONLY: CVS OR AMNIOCENTESIS: <input type="checkbox"/> DNA <input type="checkbox"/> Cultured <input type="checkbox"/> Uncultured* <small>*consultation required</small> SPECIAL INSTRUCTIONS: (quantity, # flasks, etc.) _____

REQUESTOR INFORMATION		PATIENT INFORMATION	
Ordering Physician Last Name	Ordering Physician First Name	Last Name	First Name
Contact Person (if differs from Ordering Physician)		Personal Health Number	Date of Birth (DD/MMM/YY)
Contact Phone Number (if differs from above)		Gender <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> UNK	Referring Clinic ID

REFERRAL LABORATORY & TEST INFORMATION	
Referral Laboratory	Disorder or Test Requested
Shipping Address:	

CHECKLIST: <input type="checkbox"/> BC's Agency for Pathology and Laboratory Medicine funding approval letter <input type="checkbox"/> Referral lab paperwork (requisition, consent form, etc)	MGL USE ONLY <div style="text-align: center; font-size: 1.2em;">SHIPMENT LABEL</div> <div style="text-align: right;">CM_PW <input type="checkbox"/></div>
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FAQs: Out-of-Province Genetic Testing

Division of Genome Diagnostics

ABOUT SELECTING A REFERRAL LABORATORY

1. There are many referral labs listed on www.genetests.org (or <http://www.ncbi.nlm.nih.gov/gtr/>) that offer this genetic test. Which should I choose?

ABOUT BC'S AGENCY FOR PATHOLOGY AND LABORATORY MEDICINE (THE AGENCY) FUNDING APPROVAL

2. Do I need to provide a copy of the Agency funding approval letter in the package of faxed paperwork?
3. The dollar amount for the test that the Agency approved has changed, do I need to request an updated letter?
4. What information do I include to ensure that the referral laboratory bills the Agency?
5. The referral laboratory does not offer the option of institutional billing; they are requesting prepayment.
6. What do I do if the patient wants to pay for his/her own testing?

ABOUT REQUISITIONS AND BILLING FORMS

7. Why do I have to complete an MGL requisition AND the referral laboratory's requisition?
8. Do I need to provide the sample collection date on the referral lab requisition? How do I know when it was collected?
9. The referral laboratory does not have a requisition OR the requisition does not request information about the ordering physician and/or billing information. Now what?
10. Does the ordering physician have to sign the referral laboratory requisition?

ABOUT SAMPLES BEING SHIPPED

11. The patient has previously had blood drawn for testing within the Division; is there residual blood or DNA that can be sent to the referral laboratory?

ABOUT SELECTING AN EXTERNAL LABORATORY

1. **There are many referral labs listed on www.genetests.org (or <http://www.ncbi.nlm.nih.gov/gtr/>) that offer this genetic test. Which should I choose?**

In general, the Division prefers not to recommend specific referral laboratories for specific tests. That being said, the Divisions has confidence in recommending Canadian public testing laboratories.

The Division sends many cases to Prevention Genetics, GeneDx, and the Molecular Genetics Laboratory at Baylor College of Medicine, all in the United States. Prevention Genetics is a high quality laboratory both from a testing and customer service perspective.

If you need further assistance in choosing a referral laboratory -- after reviewing (1) the options on www.genetests.org / <http://www.ncbi.nlm.nih.gov/gtr/>, (2) the aforementioned recommendations, and (3) the details provided by each testing laboratory on their respective websites -- contact the Molecular Geneticist on service at MGLOnService@phsa.ca.

ABOUT BC'S AGENCY FOR PATHOLOGY AND LABORATORY MEDICINE (THE AGENCY) FUNDING APPROVAL

2. **Do I need to provide a copy of the Agency funding approval letter in the faxed package of paperwork?**

Yes. Prior to sample shipment, the Agency funding letter must be received by the Division unless a specific exception has been preapproved by the Molecular Geneticist On Service. For out-of-country testing, this funding letter serves as notification that the patient has consented to have their information sent out of the country.

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Furthermore, most laboratories will not proceed with testing without written confirmation of funding. The Division includes the copy of the Agency funding approval letter with the paperwork sent to the referral laboratory.

For rare tests where clinical testing is being performed in a research laboratory, and thus Agency funding is not applicable, please contact the Molecular Geneticist On Service (MGLOnService@phsa.ca), for preapproval and instructions on how to proceed.

3. The dollar amount for the test that the Agency approved has changed, do I need to request an updated letter?

Contact the Agency's Out of Province/Out of Country claims to discuss. **Note:** Some referral laboratories will not proceed with testing unless the amount on the Agency funding approval letter is exactly the same as their current charge for the test. These labs may require that you provide them written assurance that the full cost of testing will be covered, even for small differences.

4. What information do I include to ensure that the referral laboratory bills the Agency?

Under the "institutional billing" section of the referral laboratory requisition/billing form, provide the following information:

Bill at your institutional rate to: Out of Province/Out of Country Program Suite 300 – 1867 West Broadway Vancouver, BC V6J 4W1 CANADA Include the patient name, PHN, referring physician name and report with the invoice.

*** Do **NOT** indicate "insurance billing" for tests being covered by the Agency. In the US, the Agency is considered an institution ***

5. The referral laboratory does not offer the option of institutional billing; they are requesting prepayment.

Most laboratories will provide institutional billing, especially when the Agency approval letter is included with the sample paperwork.

6. What do I do if the patient wants to pay for his/her own testing?

The Division does not coordinate out-of-province genetic testing for self-pay patients. Patients can contact the referral laboratory to explore options for collection and shipment.

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ABOUT REQUISITIONS AND BILLING FORMS

7. Why do I have to complete an MGL requisition AND the referral laboratory's requisition?

In order for the sample to be collected at any site in BC and arrive in the Division for shipping to the referral laboratory, the MGL requisition is required. To ensure the appropriate test is requested, and the required clinical history is provided, the referral laboratory requisition is required. The physician requesting the test from the referral laboratory is responsible for completing all associated paperwork.

8. Do I need to provide the sample collection date on the referral lab requisition? How do I know when it was collected?

No. When the Division packages the patient's sample for shipment, a label indicating the sample collection date will be placed on the referral lab requisition.

9. The referral laboratory does not have a requisition OR the requisition does not request information about the ordering physician and/or billing information. Now what?

Full and complete contact information should be provided for ALL testing requested, regardless of whether the information is requested on the form from the external laboratory. This includes: ordering physician name, address, phone and fax numbers; cc Physician name and address; Health records name and address; billing information. Additional information can be provided in a letter that includes patient demographics (Name, PHN, DoB) attached to or in place of a referral laboratory requisition.

10. Does the ordering physician have to sign the referral laboratory requisition?

Yes. In many jurisdictions Physicians are required to sign all test orders. Many laboratories will not proceed with testing without this signature. The Division cannot comment on whether a designee would be accepted.

ABOUT SAMPLES BEING SHIPPED

11. The patient has previously had blood drawn for testing within the Division; is there residual blood or DNA that can be sent to the referral laboratory?

Generally, no. Blood is not stored by the Division. Only a sufficient amount of DNA to complete the requested clinical testing is extracted. The Division will not ship residual DNA to another laboratory unless there are exceptional circumstances; this requires preapproval by the Molecular Geneticist On Service (MGLOnService@phsa.ca). DNA samples are disposed of according to the DNA Extraction and Retention Policy.