Laboratory Diagnostic Committee
Process for Send-Out Testing
Laboratory Diagnostics Committee (LDC)

Membership:
- URMC physicians and clinical laboratory scientists considered experts in their fields.
- Clinical subspecialties with high test utilization are represented. (Endocrinology, Genetics, Infectious Disease, GI, Neurology, OB/GYN, Oncology, etc.)

Committee Actions:
- Review individual requests for reference tests that are of unclear, controversial, or poorly proven clinical value (Off-Formulary).
- Periodically review reference laboratory test menu and reference test ordering patterns.
- Continually review assignment of reference tests to restricted categories.
- Supports a policy that maximizing clinical utility of reference testing within the constraints of healthcare costs.
LDC Reference Test Policy

**Purpose:** To establish guidelines for ordering restricted tests.

**Tier 1 (Unrestricted)**
Tests available to all providers

**Tier 2 (Restricted)**
Tests restricted to board-certified, subspecialty-trained physicians holding Medical Staff Privileges at Strong Memorial or Highland Hospitals

**Tier 3 (Off Formulary)**
Testing not available due to unclear, controversial, or poorly proven clinical value. LDC approval needed to order test
Tier II – Restricted Reference Lab Testing

Restricted tests are identified in the Test Index/Formulary. These tests can be ordered by board-certified, subspecialty-trained providers holding Medical Staff Privileges at Strong Memorial or Highland Hospital without preapproval.

- Physicians must request to be added to the list of providers approved to order Tier II Restricted tests. If you are a board-certified, subspecialty-trained provider holding Medical Staff Privileges at Strong Memorial or Highland Hospital and would like to be added to the approval list send an e-mail to LDCEExceptionHandling@URMC.Rochester.edu stating that you would like to be added to the Restricted Send-Out list.

- Once added to the approval list, the provider will have access to restricted reference lab tests in eRecord.

- Fellows, Residents and Genetic Counselors are not authorized to order Restricted and Off-Formulary tests.
### RESTRICTED TEST INFORMATION

**RESTRICTED TEST:** This test is restricted to board-certified, subspecialty trained physicians with Staff Privileges at Strong Memorial Hospital or Highland Hospital. For exceptions, please refer to the LDC Appeal Process.

### SPECIMEN REQUIRED

<table>
<thead>
<tr>
<th>Collect</th>
<th>Serum separator tube. Also acceptable: Plain red, lavender (EDTA), pink (K2EDTA), or green (sodium or lithium heparin).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specimen Preparation</td>
<td>Transfer 0.5 mL serum or plasma to an ARUP Standard Transport Tube. (Min: 0.25 mL)</td>
</tr>
<tr>
<td>Storage/Transport</td>
<td>Frozen,</td>
</tr>
<tr>
<td>Temperature</td>
<td></td>
</tr>
</tbody>
</table>
Tier III – Off-Formulary Reference Lab Testing

URMC Provider **Off-Formulary** requests will be reviewed by the LDC, frequently consulting with a sub-specialty expert. A decision (approved/ not approved) will be emailed to the requester.

- Off-Formulary requests are made by filling out the **One Time Authorization Web Form**: [LDC One Time Authorization Web Form](#)

- **Please note:** There are several required fields in the LDC One Time Authorization Web Form. In the Explanation field, strong clinical justification is essential.

- For not approved requests, an explanation for the LDC’s decision is provided.
Processing a Send-Out Laboratory Test Request

1. Provider orders send out test
2. Require LDC approval?
   - Yes: Send out lab obtain authorization, pricing, CPTs, processing requirements and permits and submit to LDC
   - No: Send for testing
3. Send for testing
4. Provider sign LDC One Time form and give to patient for specimen collection
5. Send Out lab send LDC One Time form to provider
6. Send to LDC for review
7. LDC approved?
   - Yes: Notify provider
   - No: Send out lab notify provider