

## Laboratory Diagnostics Committee

### Appeal Process for One Time Access to an Unavailable Test (Restricted or Off-Formulary Testing)

**Please note:** Laboratory tests assigned to Tier 2 (Restricted) or Tier 3 (Off-formulary) categories undergo continuous review by our medical specialty experts. Future changes as to which tests are assigned to these restricted categories are anticipated. An updated list of those tests affected by this new policy can be found at the URMCLaboratory Formulary website: <http://www.testmenu.com/rochester>

#### Determine if the test requested is Tier 2 (Restricted) or Tier 3 (Off Formulary):

1. Refer to [www.testmenu.com/rochester](http://www.testmenu.com/rochester) for a complete list of orderable and restricted tests. If a test is not listed in the test menu, it would be considered off-formulary.
  - Restricted and Off Formulary tests can only be ordered by board certified, subspecialty trained physicians holding staff privileges at Strong Memorial Hospital or Highland Hospital. These providers may request authorization for other mid-level providers (ANP, R-PAC) within their practice to also order restricted tests by emailing [LaboratoryDiagnosticsCommittee@urmc.rochester.edu](mailto:LaboratoryDiagnosticsCommittee@urmc.rochester.edu).
3. RESTRICTED tests are identified in the Test Index/Formulary.
  - These tests can only be ordered by board certified, subspecialty trained physicians holding Medical Staff privileges at Strong Memorial or Highland Hospital **without** preapproval.
  - If the ordering physician is not an Authorized Provider or the test is “off formulary”, PREAPPROVAL from the Laboratory Diagnostics Committee is required.
  - The preapproval process is not immediate and may take several days.
  - Do NOT collect blood for these tests unless the above criteria are met.
4. URMCLabs will not collect or test specimens that do not meet the specified criteria above for restricted or off formulary testing.
  - We will attempt to notify the physician’s office that all testing was not complete.
  - We will collect blood for all tests that are not restricted or off formulary.
  - We will notify the provider electronically via result reporting that restricted or off – formulary testing was not performed.

#### Preapproval Process:

1. Go to [www.testmenu.com/rochester](http://www.testmenu.com/rochester) and print the One Time Authorization Form.
2. Complete the patient, provider, test, and diagnosis/explanation sections of the form.
3. The physician must sign the form.

4. Fax or email the form to the Laboratory Diagnostics committee using the instructions provided on the form.
5. The Laboratory Diagnostics committee will review the test request.
  - If approved: URMCLabs Send Out Department will notify your office and provide the preapproval form as the requisition for testing and provide additional instructions for specimen collection.
  - If denied: The Laboratory Diagnostics Committee will notify your office of the reasons for denial.

**Helpful Links and Tools:**

- URMCLabs website: [www.urmlabs.com](http://www.urmlabs.com)
- The Test Index/Formulary is located at [www.testmenu.com/rochester](http://www.testmenu.com/rochester)
  - Restricted and Off Formulary Testing
  - Appeal Process
  - One Time Authorization Form
  - Request to Add a New test to the formulary: This form can be used by a URMCLabs provider to request that a new test be added to the send out formulary so it can be ordered without preapproval or restriction. This requires LDC review and preapproval.
- Laboratory Diagnostics Committee email address.  
([LaboratoryDiagnosticsCommittee@URMC.Rochester.edu](mailto:LaboratoryDiagnosticsCommittee@URMC.Rochester.edu))
- URMCLabs Send Out Testing Department. At (585) 350-2600, option 7.