NOTICE OF CHANGE OF SERVICE

DATE: August 22, 2008
TO: Housestaff and PCN Physicians, Faculty, and Nursing Personnel
FROM: Alaa Afify, MD
       Director of Cytopathology
RE: Changes to the Requisition Form for PAP Tests

Due to recent changes in regulations by CMS and other issues that affect coding and billing of PAP test, the following information must be provided on the requisition form/EMR order when submitting a PAP Test:

1. **Anatomic source of the PAP Test material:**
   The anatomic site must be accurately stated. In most cases, the source of sample is either cervix or vagina.

   There have been many incorrect requisitions received from post-hysterectomy patients that indicate cervix as the source. In most cases, these samples are usually obtained from the vagina and should be labeled as such. In patients who have had a supra-cervical hysterectomy, the source as either cervix or vagina should be clearly stated and the history should be included to avoid confusion.

2. **Collection Information section:**
   This section of the requisition must be completed fully, including: **Date/Time of collection (see details below), the name of the provider collecting the sample, and the date of last menstrual period** (Date of LMP).

   CMS announced the following pertinent changes in the Federal Register on November 27, 2007 (42 CFR § 414.510) for any specimen:
   - **General Rule:** The date of service of the test/service must be the date the specimen was collected.
   - **Variation:** If a specimen is collected over a period that spans two calendar days, then the DOS must be the date of collection ended. A regulatory update regarding the Correct "Date of Service, published in the Federal Register on November 27, 2007 (42 CFR § 414.510).

For full details on CMS requirements, please see:


APPROVED BY:

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