

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Health Services - Administration

Policy Number: HHS-HS-ADM 2151

Policy Title: Self Pay Urinalysis (UA)

Attachments: Requesting UA Agreement

Revision History: New policy

Revised by/Date: 9/2020 Jenna Kuduk/Holly Hunter

Approved by:

Dr. Corey Martin, Chief Medical Officer

Date:

10/19/20

Approved by:

Nicole Anderson, Commissioner of HHS

Date:

10-26-2020

POLICY STATEMENT: Mille Lacs Band Health Services will provide the service of conducting urinalysis on patients, per their request, if the patient pays the set fee for this service, can provide proper identification, and agrees to sign the Requesting UA Agreement.

PURPOSE: The purpose of this policy is to provide a consistent process for scheduling and processing patient requested, self-paid urinalysis services.

PROCEDURE:

Client Access (scheduling):

- Verifies identification of person making the request
- Schedules patient on the lab schedule
- Applies in appointment notes "Self Pay UA"
- Collects \$65.00 from the patient
- Lets patient know that results will be the front desk to pick up in 5 days, unless there is a unexpected delay in processing
- Lets patient know they must present appropriate identification when picking up results
- Has patient sign a requesting UA agreement
- Gives the patient a copy of the document and places the signed document in the UA file

Lab

- Comes to the front desk to greet and pick up the patient
- Monitor the UA
- Prepare and send out the UA to Millennium Health, per established protocols
- Print results when they are ready
- Place results in an envelope at the front desk, with patient's first name and DOB on the front of the envelope

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Client Access (results pickup):

- When a patient presents to pick up results, name and date of birth is verified via identification card, driver's license, Tribal ID or similar, and the results envelope is handed to the patient.

Internal and/or External References	
Compliance - Posting Date	10/26/2020 ^{PH}
Replaces – Policy Number	
Next Review - Due Date	10/26/2023



Health and Human Services
Ne-Ia-Shing Clinic East Lake Clinic Aazhoomog Clinic

Requesting UA Agreement

Mille Lacs Band Health and Human Services (HHS) clinics will provide urinalysis (UA) services, upon request, under the following circumstances:

- The patient can provide appropriate identification
- The patient is willing to pay the Self Pay UA fee of \$65.00 on the day the UA is conducted
- The patient is able to pick up their results from the clinic, and provide appropriate identification when doing so

Patients requesting a Self Pay UA will be provided an appointment time to come to the clinic. When the patient arrives at the clinic for their appointment, their ID will be reviewed, and the \$65.00 fee collected. Clinic staff will inform the patient when they can expect their results to be ready and explain how to pick their results up.

These tests are sent out for processing and are not processed by the in house laboratory. There may be delays in processing that are out of HHS control. Patients will be provided with contact information for the outside processing laboratory, should they have any questions or concerns regarding the results.

Acknowledgement

I am requesting to have a UA completed at an HHS clinic. I understand that this test is not being ordered by my doctor. I understand that this test will be sent out and processed at an outside laboratory. This test and the results will not be entered into my medical record. I understand that I may request contact information from the laboratory processing my results, should I have any questions or concerns regarding the results.

Print Name _____

Signature _____ Date _____

Parent/Guardian _____ Relationship _____