



**The Pathology Laboratory (APMC)**  
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**Attention: Office Managers, Nurses, and Physicians**

It has recently come to our attention that Federal law requires all laboratories to provide certain information such as date of birth, address, and accurate diagnosis when submitting insurance claims for payment. Listed below is all the information that is needed to process the claim in the most accurate and efficient manner.

**Information needed for billing purposes**

- Patient's name
- Date of Birth
- Patient's address
- Patient's phone number
- Insurance Information (copy of front and back of card)
- Valid Medicare/Tricare waiver (ABN)\*\*
- Payable diagnosis code (ICD-10, [www.thepathlab.com](http://www.thepathlab.com) for Coverage Determination and payable codes)
- Ordering Agency or Doctor

\*\* A valid ABN (Advanced Beneficiary Notice) must accompany all Medicare and Tricare specimens. A valid ABN consists of the following information: necessary test(s) being marked, patient's chosen option, and patient's signature. If any of this information is not completed then the ABN is considered invalid.

For your convenience, I have attached a guide to show all the information needed when we are receiving a specimen. You can also find a copy of our requisitions and Medicare waiver on our website [www.thepathlab.com](http://www.thepathlab.com). If we do not receive all of the necessary patient information when the specimen is couriered in, **we will have no option but to bill the ordering client OR agency for the services rendered.** Please help us make this a seamless process by supplying the necessary billing and patient information at time of service.

Thank you in advance for your assistance.

Sincerely,  
*Tina Vincent*  
Billing Office Clerk  
Phone 337-312-1230  
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