

## **HPV BILLING INSTRUCTIONS**

In order to bill patients or their insurance for outside slide consultation we need to be provided with the following information from the requesting institution:

1. Patient's name as it appears on the insurance card. Patient's birth date, and address and telephone number.
2. Insurance information including the name and birth date of the person holding the insurance policy. Example if a wife is on her husband's policy we will need his name and birth date.
3. For patients who have a PPO, HMO or have a managed care contract with the requesting hospital or lab, JHU pathologist will need an authorization to do the work. If we do not have authorization, we will bill the institution.
4. If the patient is a self pay, payment may be made at the time of the request. If it is a charity case from the requesting hospital, we will not bill the patient --- only the requesting hospital or lab.
5. If the patient has Medicaid in the requesting hospital's state, we do not have provider numbers and cannot bill Medicaid for other states. We will bill the requesting hospital or lab.

Also **CONSULTATION CASES SENT BY AN OUTSIDE INSTITUTION:**

Send **slides, blocks, x-rays** and outside pathology report (must have a pathology report for each case submitted, or indicate if report is not final pending results of consultation sent for review) by Airborne (800-247-2676), Federal Express (800-463-3339), or UPS (800-741-5877).

**DO NOT SEND BY REGULAR MAIL.**

Send to:

The Johns Hopkins Medical Institutions  
Anatomic Pathology Consultation Service  
1620 McElderry St  
Reed Hall Room 315  
Baltimore, MD 21205  
Telephone: 410-955-2405  
Fax: 410-614-7712

**The following information is needed before the consultation can be processed:**

1. Billing information, bill patient or institution. See above for details.
2. Name, address, telephone and fax number of the physician requesting/ submitting the consultation for review.

The normal turnaround time for results is 7 days unless additional studies are needed. Slides are held 10-30 days (60 days if patient is seeking treatment at Johns Hopkins) and then returned. Slides may be returned before that time upon receipt of authorization. Fax request to 410-614-7712.

**WET TISSUE**

Forward samples by courier or express mail to:

Johns Hopkins Medical Laboratories  
Department of Pathology  
Meyer B-130  
600 N. Wolfe Street  
Baltimore, MD 21287-7070

Attention: Dr. Westra

