



**ALLINA MEDICAL LABORATORIES  
NOVEMBER 2007  
UPDATE  
SPECIAL EDITION**

*During our transition to Mayo Medical Laboratories (MML) as our managed send out program vendor, we will be publishing our Update Newsletter on a monthly basis. Spreadsheets containing test change information taking place since the last newsletter distribution will be included each month.*

**BILLING AND COMPLIANCE**

- Updated Billing Section of AML Directory of Services Now Available

**WEB SITE**

- CEU Tapes Available for Checkout

**HELP US HELP YOU**

- Keeping Your Physician List Current
- Manual Requisitions
- Email Newsletter and Notices Available

# ALLINA MEDICAL LABORATORIES UPDATE

## NOVEMBER 2007

### BILLING AND COMPLIANCE

#### ❖ UPDATED BILLING SECTION OF AML DIRECTORY OF SERVICES NOW AVAILABLE

We are pleased to announce that an enhanced and improved version of the Billing section of the AML Directory of Services is not available for our clients.

This new version includes many resources including those for proper completion of a requisition, understanding your invoice and daily billing guide, billing correction, fax correspondence requesting additional information and much more.

The new information is available on our AML website at the following link:

[http://www.allina.com/ahs/allinalabs.nsf/page/BillingOct2007.pdf/\\$FILE/BillingOct2007.pdf](http://www.allina.com/ahs/allinalabs.nsf/page/BillingOct2007.pdf/$FILE/BillingOct2007.pdf)

If you have any question, please contact your AML Account Representative.

### WEB SITE

#### ❖ CEU TAPES AVAILABLE FOR CHECKOUT

AML sponsors quarterly continuing education presentations in the Twin Cities area. For those unable to attend, we record each presentation and make the videotapes available for viewing.

Upcoming CEU event information as well as a listing of available tapes and a Tape Request Form can be found by clicking on the ***Continuing Education Listings*** link on our website homepage at [www.allina.com/medicallaboratories](http://www.allina.com/medicallaboratories).

## **HELP US HELP YOU**

### **❖ KEEPING YOUR PHYSICIAN LIST CURRENT**

Please review your AML requisitions on a regular basis to make sure that we are maintaining a complete and accurate physician listing for your clinic. If any updates (removals or additions) are needed, please contact your Account Representative.

### **❖ MANUAL REQUISITIONS**

If you are submitting a manual requisition form to AML please make sure that all necessary information is included on the requisition, and that the information is legible. If patient management labels are available, they can be used, with one label being placed on each copy of the requisition. If labels are not available, please print the required information. Further information can be found in the Billing section of the AML Directory of Services.

### **❖ EMAIL NEWSLETTER AND NOTICES AVAILABLE**

The Update Newsletter as well as Test Change Notices are available in email format. If you are currently not receiving this information via email, but would like to, please contact your AML Account Representative.

***THANK YOU FOR CHOOSING ALLINA MEDICAL LABORATORIES - WE VALUE YOUR BUSINESS!***

[www.allina.com/medicallaboratories](http://www.allina.com/medicallaboratories)