

## Eligibility Requirements for Laboratory Referrals

The Ministry of Health, through the DHBs provides funded laboratory tests for patients who meet the eligibility criteria. Those who do not meet the eligibility criteria are required to pay for their tests.

Not all laboratory tests are provided free of charge (even for eligible patients) and not all patients are eligible for funded tests. For more information on funding eligibility go to the Ministry of Health website [www.health.govt.nz/eligibility](http://www.health.govt.nz/eligibility)

### 1. Establishing and Declaring Eligibility on APS request forms

Health providers are responsible for confirming eligibility with the patient by sighting either, a passport, visa or birth certificate and then declaring the status on the request form.

To declare eligibility on the form, add the patient's NHI to the form and

(a) print **one** of the following (or similar) on a computer generated form

1. **"New Zealand"** - patient is a New Zealand Citizen, or Permanent Resident, or Resident Visa
  2. **"Eligible Non-NZ"** - patient has a Work Visa for 24 months or more
  3. **"Non-NZ"** - patient is not eligible (visitor, student visa, medical treatment visa).
- or

(b) tick **one** of the boxes on the APS pre-printed forms – the one of the right is the new version

<input type="checkbox"/> I confirm patient is eligible for Health Benefits <input type="checkbox"/> I confirm patient is not eligible for Health Benefits  Sign: Date:
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PATIENT ELIGIBLE FOR HEALTH BENEFITS* <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, <input type="checkbox"/> Invoice to Practice <input type="checkbox"/> Invoice to Patient  Sign:* Date:*
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### 2. Payment Process for Ineligible Patients

Once a patient is established as being ineligible for funded tests, they must be informed of the cost of the tests and the payment options confirmed with them before samples are sent to APS.

- An APS Test Price guide is available on request. If in doubt as to the cost call **APS 302 0516**, and we will be able to assist. With some complex testing, only an estimate of the final total cost can be provided until final processing is completed.
- Advise the patient of the estimated total cost, including GST.
- If collecting payment from the patient at the time of the consultation, write 'Charge to Practice' on the request form or tick the "Invoice to Practice" box. APS will invoice the practice for the quoted amount.
- If APS is sending the patient an invoice, write "Charge Patient" on the request form or tick the "Invoice to Patient" box. Then write an **email address**, NZ postal address and contact phone number on the request form and an invoice will be emailed to the patient.

If a patient is found to be ineligible after samples arrive at APS, we will contact the practice to discuss payment arrangements. An invoice may be sent to the referring practice for payment, or to pass onto the patient for payment.

We acknowledge that this is a complex issue and we appreciate your co-operation by ensuring that the required information is provided on the request form.

Please do not hesitate to contact us, as we are able to support you in establishing eligibility and in following the process: [aps.info@adhb.govt.nz](mailto:aps.info@adhb.govt.nz) or ph. **302 0516**. August. 2019