HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL

LABORATORY REQUEST REQUIREMENTS

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Effective Date: April 1999	**Policy No: GENLAB 5.01**
Cross Referenced:	**Origin: General Lab**
Reviewed Date: 02/19/12	**Authority: Laboratory Director**
Revised Date: 01/10, 08/11, 01/12	**Page: 1 of 2**

PURPOSE

To ensure that appropriate test orders have been received prior to laboratory testing.

POLICY

All inpatient laboratory orders are received through Cerner. For tests that are not available in Cerner, a manual request must be submitted. This request must contain the information listed below in steps #1 through #5. All primary specimen containers are to be labeled by at least 2 identifiers if the computer generated label is not used. Name and birth date are acceptable.

Outpatient orders are entered into Cerner through Department Order Entry. Any unclear orders (vague terminology, illegible writing ex.) must be confirmed with the ordering physician before placing orders and drawing the patient. The paper or electronic requisition must include all of the following elements, as applicable.

- Adequate patient identification information (e.g., name, FIN, MR number, location, or unique confidential specimen code if an alternative audit trail exists.
- Patient sex
- Patient date of birth or age
- Name and address (if different than the receiving laboratory) of physician or legally authorized person ordering the test.
- Test requested
- Last menstrual period (for gyn specimens)
- Time and date of specimen collection when appropriate
- Source of specimen, when appropriate
- Clinical information, when appropriate

Manual request slips must contain the following information:

1. Patient's name, medical record number and doctor's name
2. Room number and bed location
3. Test(s) requested
4. Date and time test requested for collection
5. Date, time and initials of person filling out request

Microbiology requisitions must contain the following information:

6. Source, collection time, and the initials of the collector.

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A monthly audit will be conducted to verify that orders are correctly entered on outpatients. This will be a lab assistant responsibility and the log is located in specimen processing. Variances will be addressed with the phlebotomy coordinator for follow up