

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL**

Authorized Orders

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PURPOSE

To establish criteria for accepting orders by authorized persons. The Laboratory does not participate in direct-to-consumer testing.

POLICY

As follows:

1. All diagnostic/testing procedures shall be performed at the request of the attending/consulting physician or LIP
 - a. Faxed orders shall be maintained in the Laboratory Office.
 - b. In accordance with hospital by-laws, telephone orders are not accepted by laboratory personnel. The By-laws state only nursing, respiratory therapy, and pharmacy can accept verbal orders. In extenuating circumstances, calls may be directed to the ED or nursing supervisor to take the verbal order. Written orders must be faxed within 24 hours.

Original written orders will be forwarded to the Medical Records Department and a photocopy kept for the Laboratory records. The order will be filed in the records of the day's work.