

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL**

RELEASE OF PATIENT LABORATORY RESULTS

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Effective Date: May, 09

Cross Referenced:

Reviewed Date: 03/01/12

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Policy No: GENLAB7.02

Origin: General Lab

Authority: Laboratory Director

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PURPOSE: To provide guidelines for release of patient test results.

POLICY: Information on laboratory procedures will be released to patients with a signed consent when they present in person with identification. Consents are located on the marked shelf above the fax confirmation rack in Specimen Processing. No results will be faxed to patients on phone request. If the patient would like us to fax results to another physician's office, confirm that information (phone and fax) with the office. If a large amount of information is requested, refer the patient to Medical Records for assistance. Physician offices calling for test results ordered by another physician need to make the request using two identifiers (name and birthdate) and fax the request on letterhead. In emergent situations such as those concerning a transferred inpatient, results may be released to the new physician if results have not made it to the chart before the transfer. Always request two identifiers – name and birthdate.

The normal business hours for Medical Records are as follows:

Monday – Thursday	8 am to 5 pm
Friday	8 am to 3 pm
Closed Saturday and Sunday	