



CONWAY MEDICAL CENTER

PROCEDURE

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

TITLE:	LAB-SPC-01.01 Test Order Protocols-PRO		
ISSUED BY:	Administrative Lab Director	REFERENCE #:	LAB-SPC-01.01-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2000-07-04

SCOPE: All potential internal and external customers of CMC laboratory

PROCEDURE:

A. **TEST ORDER ENTRY:** Order entry on EMR.

I. ORDER REQUIREMENTS FOR PATIENTS:

A. Inpatient: Per Physician Orders- electronic entry into the EMR

B. Outpatient Orders:

1. Medical Necessity
2. Not greater than 30 days old (exception see II D)
3. Physician is credentialed appropriately for orders
4. 24 hour contact available to lab staff to phone Critical Values

C. Verbal Orders:

1. Designated staff only (nursing)
2. Outpatient call ins must be validated written order received with 48 hrs.

D. Standing Orders:

1. Standing orders are honored for 30 days from the date that appears on the order.
2. Exceptions to 30 day rule: One year for the following
 - a. Patient monitored values such as protime, PTT.
 - b. Therapeutic phlebotomy: monitored by pathologist each visit.

E. No physician order:

1. Employee Health testing can be ordered by the EH nurse or designee.
2. Needlestick work up may be initiated by designated staff

II. Unclear or illegible test Orders:

- A. Phone the physician to clarify – complete Order Verification Form (LAB-2583-FRM)
- B. Attach to the patient’s medical record for review as needed.

RELATED DOCUMENTS: See Corporate Compliance Manual, Administration, “Outpatient Order Requirements”, 1.21 ;Order Verification Form,LAB-2583-FRM

RECORDS: EHR



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REFERENCE STANDARDS: GEN.40000; GEN.40016; GEN.40032; GEN.40050; GEN.40100

REVISION/REVIEW HISTORY:

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
05/05/2011 lds	None	Reviewed/revised- Saved electronically in G drive.
10/13/2011 lds	FORMAT	Change into new format.
03/04/13lds	Newest Format	No content change, add form # to procedure place in Roman numeral format.
02/04/15lds	ALL	Removed work place drug screen IE added EH and needlestick
02/24/15lds	ALL	Reviewed No changes
3/08/17lds	ALL	Reviewed no procedural changes.
4/18/17lds	ALL	Updated FORM # in II (D).