Guidelines for the Ordering of Laboratory Testing to be Performed

Under New York State Department of Health guidelines, the "Clinical Laboratories shall examine specimens only at the request of licensed physicians or other persons authorized by law to use the findings of laboratory examinations in their practice or in the performance of their official duties." Other persons authorized by law to request the examination of specimens include:

a) Dentists and podiatrists provided such examination is within the scope of practice of dentistry or podiatry;
b) Chiropractors provided such examination is within the scope of practice of chiropractic, as determined by the Executive Secretary of the State Board of Chiropractic, Cultural Education Center, Empire State Plaza Albany, NY 12201. A copy of this certificate must be obtained from the chiropractor prior to specimen collection. These are kept on file in the outpatient laboratory for future reference.
c) Physician's Assistants and Certified Nurse-Midwives, provided such examination is authorized by the supervising physician.
d) Nurse practitioners provided such examination is authorized.
e) Police officers, provided such examination is incident to arrest charges for alcohol or drug impairment; and
f) Judges ordering paternity tests under the Family Court Act.

1. Orders can be submitted either electronically or by written request. If the ordering provider cannot submit an electronic or written order, the signed order may be faxed to the draw site prior to specimen collection.

2. All written requests can be made on a request form specific for the laboratory performing the testing. The patient's full name, Hospital ID and/or Date of Birth, full name of provider ordering test with complete address and phone number (if a request form is used, the four digit provider number or name should be filled in under ordering provider space), all appropriate diagnosis codes or descriptors, and test(s) to be performed are required on the request form. All orders must be signed by the provider or delegate if the order is being transcribed and authenticity can be obtained if needed. If a priority other than routine is expected, or if the report is to be sent via facsimile machine, these too must be indicated on the order. Results will only be given to the patient if indicated by the ordering provider on the order. Non-physician staff who are ordering laboratory testing must have the attending physician number on the requisition as well. The hospital, in particular the laboratory, strongly discourages the practice of providers ordering laboratory tests on themselves or their family members. Refer to the CLP procedure for guidelines of who can receive laboratory results for further details on this topic.
3. Requests made on laboratory requisitions are filed alphabetically by day and kept in Central Lab Processing for 3 months. They are then sent to off-site storage for a period of no less than 7 years. For laboratories that utilize the requisition as a report and/or worksheet, these are kept filed in their respective areas until sent to storage.

Reports for outside providers are forwarded to the appropriate laboratory area (customer service/secretary) to be mailed. For specifics of reporting of laboratory results, refer to the Laboratory Reporting Policy.

4. In the event that a patient has two orders from two visits on the same date of service, the orders specific for each provider will be placed under the respective visit. If there orders are duplicated of each other, one of the duplicated will be credited. Please refer to the Procedure for Duplicate Orders for Separate Providers for more details.

**References:** 1) Part 58 of 10NYCCR, New York State Department of Health, Albany, NY.
Approval and Review:
Procedure: Guidelines for the Ordering of Laboratory Testing to be Performed

Prepared by: Linda Putnam Title: Patient Care Supervisor

Implemented: 1/96 File name: Guidelines for the ordering of lab testing

Directory: F:\shared\Lab\labproc\CLP Procedures\CLP General Procedures\Guidelines for the ordering of lab testing.doc

Revision Date: 4/4/03

Reviewed: 4/29/03, 1/18/04, 4/18/05, 1/10/06

7/27/2007: No Procedural change. Change in Director only.

By: ___________________________/__________

Patient Care Supervisor

___________________________/___________

Laboratory Support Services Manager

___________________________/___________

Pathologist/Lab Director

Discontinued and Removed from Service _____________________________________________ Date

Annual Review:

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Date</th>
<th>Initials</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>