

The University of Chicago Medical Center Laboratories Policy and Procedures for Add-On Test Request

POLICY

Certain ordering information is required on the requisition (paper or electronic) that includes test requested. A change in orders requires a new requisition.

The following procedure provides the requirements for adding a test after the requisition and specimen have been received by the laboratories.

Add on requests can only be placed by authorized providers

DEFINITION

Accession Number: A number singular to the specimen that is used to track a specimen throughout the testing and result entry process.

Point of Origin: Unit, clinic or offsite location where the specimen originated

PROCEDURE

If more tests than originally requested are required on a given specimen:

1. The ordering provider places a test order in EPIC as an add-on test (this automatically triggers a print out of the request in the Laboratory Service Center (LSC)) or,
2. The ordering provider or point of origin must obtain the laboratory specimen accession number from the LSC and then send a new requisition to the LSC.
3. The LSC will send the order sheet or requisition to the testing laboratory indicating the added test(s) with a clear notation:

"ADD TO ACCESSION NUMBER #####"

4. The testing laboratory will ascertain that the specimen identified with the add-on accession number is acceptable for analysis and that an adequate amount of specimen remains for the additional test(s) requested, and will then proceed to analyze the specimen.
5. If the specimen is not acceptable or if the volume is inadequate, the laboratory section will notify the point of origin that the additional testing cannot be performed (and document into the LIS to whom the information was given along with the date/time).