

# Request/Reporting

## Requesting Laboratory Test

Requisitions for laboratory tests must be made by physicians or other health professionals entitled to obtain and make use of laboratory results. Verbal requests are **not** acceptable for patients in the hospital, but will be accepted for reference laboratory patients. (We will request written confirmation of verbal orders for reference laboratory patients.) All orders on hospital patients must be entered via iCare.

Orders for **reference laboratory work** should be initiated on the Huntsville Hospital Health System Laboratory Services Request Form or may be called or faxed to our Client Services Department. For reference laboratory tests to be performed, we require the name of requesting physician, a medical diagnosis, and appropriate patient billing information.

*When the Clinical Information System (CIS) is not in operation, a manual request must be filled out completely by nursing unit personnel with the following information: (The back copy of the request entitled "Nurses Copy," should be left on the unit as an indication that testing has been ordered.)*

- Patient name
- Hospital number
- Room number
- Requesting physician
- Is the order in MIS, yes or no?
- Indicate the test to be done, date to be done, and specimen type if other than blood.
- Indicate any priority or other collection instructions associated with the test (eg, **STAT, NOW, TIMED, FASTING, SWAB, CLEAN-CATCH, ASPIRATE, etc.**).

*All orders for blood tests placed through CIS by nursing personnel will generate a barcode label.*

All specimens submitted by hospital nursing service personnel to the laboratory must be **correctly labeled** with a barcode label. Specimens submitted unlabeled or incorrectly labeled may be rejected for analysis. Any handwritten labels **must include** patient last name, first name and middle initial, hospital number, room number, date, and test(s) requested.

*Specimens for Pathology Examination must be accompanied by a completed computer generated pathology request.*

**Note: DO NOT** prep DC laboratory orders that are in process or any pathology request.

## Laboratory Reports

For Hospital Patients: Paper reports are not printed for any hospital patients. Results are available in the electronic medical record (iCare) as soon as they are released by the laboratory.

For Reference Laboratory Patients: Reports are delivered to requesting client via a wide variety of options which are determined on a client by client basis to meet their individual needs and desires. Options available to full service clients include HL7 interface to an office's EMR web portal, remote printers placed in the office, automatic fax reports to the office, courier-delivered reports to the office, or in some cases next-day mail. The laboratory is available 24 hours a day to assist with laboratory reports.