• Complete ALL patient demographic information (name, MRN#, DOB).
• Include ordering provider (name & provider #).
• Place orders in computer.
• Check the box for ALL applicable ICD-10 code(s) (diagnosis) for the test(s) ordered (there is NO limit to the # of diagnoses for laboratory tests).
• Use diagnosis that describes why you ordered a test NOT why you are seeing the patient.
  ▪ E.g. the reason a Reticulocyte is ordered is for anemia (established diagnosis, symptoms or signs) NOT the leukemia the patient is being treated.
• Do NOT use “Rule Out” Diagnosis, Use signs/symptoms
  ▪ Use signs &/or symptoms that cause to want to ‘Rule out’ a disorder or disease.
  ▪ E.g. A patient exhibits polyuria, sweating & polyphagia. Diabetes is to be ruled out. These symptoms/signs justify ordering a Glucose.
• Be sure to document the test orders in Patient Records not just on the Requisition.