

# ***Procedure for Ordering Tests***

There are primarily 3 ways to order laboratory tests:

- Ordering using the Computer Order Entry System
- Ordering from within the hospital for non-computerized areas or during computer downtime
- Ordering from physician offices without computer order entry using referral requisitions

## **Procedure for Ordering Using the Computer Order Entry System**

Laboratory orders are entered into the Computer Order Entry System using alpha or mnemonic look up, accessing the laboratory screens, or entering the specific test (HIS). The date to be collected, order status, and collection time must be defined. When ordering blood tests, a priority must be attached to each order:

- ROUTINE test orders are collected and processed as daily departmental activities permit.
- TIMED indicates a specific time and day the specimen is to be collected. Results will print as soon as the results are available.
- NOW indicates the specimen should be collected as soon as possible or within 1 hour. Results will print as soon as results are available.
- STAT indicates the specimen will be collected immediately, tests will be performed STAT, and results will print as soon as they are available.

Tests on non-blood specimens are ordered as NURSE TO COLLECT. The specimen type must be indicated.

Cytology and surgical pathology orders are placed in the Order Entry System.

## **Procedure for Ordering Tests on Downtime Requisitions or for Non-Computerized Areas**

In the event that the Computer Order Entry System is unavailable, tests are ordered on Computer Downtime Requisitions. Addressograph the right upper corner, mark appropriate box for laboratory, fill in name of test(s) to be ordered in space provided, complete date and time collected, phlebotomist's code, and ordering physician.

## **Procedure for Ordering Tests From Physician Offices/Remote Locations Without Computer Order Entry**

Forms or requisitions are provided for all other locations designed specifically to meet their needs. Complete all required information on the form such as patient information, collection date and time, and any required specimen information. Clearly mark tests ordered or write them in. Note any special service required, such as perform test STAT, call results, or send copy to a second physician.

## **Reflex Testing**

It is the policy of ThedaCare Laboratory to perform reflex tests automatically when both criteria are met:

- You order an initial test with applicable reflex test.
- The initial test result meets the criteria for prompting a reflex test.

Reflex tests will be billed in addition to the initial ordered test(s).

If you consider the reflex test medically unnecessary for a particular patient, indicate on initial order not to do reflex testing or contact ThedaCare Laboratory to request no reflex testing prior to initial test completion.

Examples of reflex testing include:

- Positive culture will reflex to organism identification and sensitivity testing as appropriate for specimen source.
- Positive Lyme disease serology will reflex to Western blot testing.