

SUBJECT: COMPLETION OF LABORATORY REQUISITIONS

APPROVED BY: VP/COO Acute & Long Term Care _____
EFFECTIVE DATE: 2001 06 01
REVISED DATE: 2008 10 01
REVIEW DATE: 2008 01 31

Purpose:

To ensure that appropriate information is provided for diagnostic and laboratory services.

Policy/Standard:

Regional Nurses will provide appropriate written information on laboratory requisitions or in Provider Order Management (POM) module of medetech.

Regional Nurses are responsible to ensure the correct Attending, Ordering and Other Provider is correctly documented on the laboratory and diagnostic requisitions as per PCI Policy to allow appropriate follow-up of tests.

Procedure:

All specimens sent for analysis will be electronically labelled or accompanied by a requisition containing the following information:

- Name and age of client.
- Address and telephone number of client.
- Nature of the specimen.
- Clinical diagnosis.
- Medications used.
- Date of collection.
- Initials of the collector.
- MCP number.