



Capital Health

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MEMORANDUM

To: Capital Health Clinics and Physicians

From: Shauna Thompson, Administrative Director
Dr. Godfrey Heathcote, District Service Chief

Date: July 24rd, 2014

Subject: **Laboratory Test Ordering, Requisition and Specimen Labeling, Acceptance and Rejection Policies**

In order to meet accreditation standards and provide high quality, safe patient care the Department of Pathology and Laboratory Medicine has revised the CC 85-018 *Clinical Laboratory Diagnostic Test Ordering* policy and has developed two additional policies. CC 85-015 *Laboratory Requisition, Specimen Labeling and Supplementary Requests for Diagnostic Testing* and CC 85-016 *Laboratory Specimen Acceptance and Rejection for Diagnostic Testing* provide guidance for those completing requisitions, labeling specimens and set out the criteria used for acceptance and rejection of laboratory specimens.

- 1. CC 85-018 Clinical Laboratory Diagnostic Test Ordering (Revised)** formerly titled: Clinical Laboratory Tests, Authority to Order
 - Identifies who has authorization to order laboratory tests
 - Contains information regarding laboratory test utilization
 - Prohibits ordering laboratory tests on self or family members
- 2. CC 85-015 Laboratory Requisition, Specimen Labeling and Supplementary Requests for Diagnostic Testing (New)** contains:
 - Requirements for completing requisition/electronic orders
 - Supplementary test request criteria
 - Requirements for submitting ancillary test requests
 - Specimen labeling criteria
- 3. CC 85-016 Laboratory Specimen Acceptance and Rejection for Diagnostic Testing (New)** contains:
 - Specimen rejection criteria
 - Requirements for individuals or businesses who independently engage in phlebotomy
 - Irretrievable specimen guidelines

The following policies will be made obsolete:

CC85-055 Ordering of Laboratory Tests on Employees, Physicians and Family Members
CC 85-040 Mislabeled Laboratory Specimens for Diagnostic Testing
CC 85-070 Unlabeled Laboratory Specimens for Diagnostic Testing