

**Procedure: ADD-On and Verbal Test Requests**

<b>Review and Approval:</b>	<b>Date Adopted:</b>
<i>Brooks Jackson</i>	10/10/06 Revised 7/09/07 7/23/07

**POLICY:**

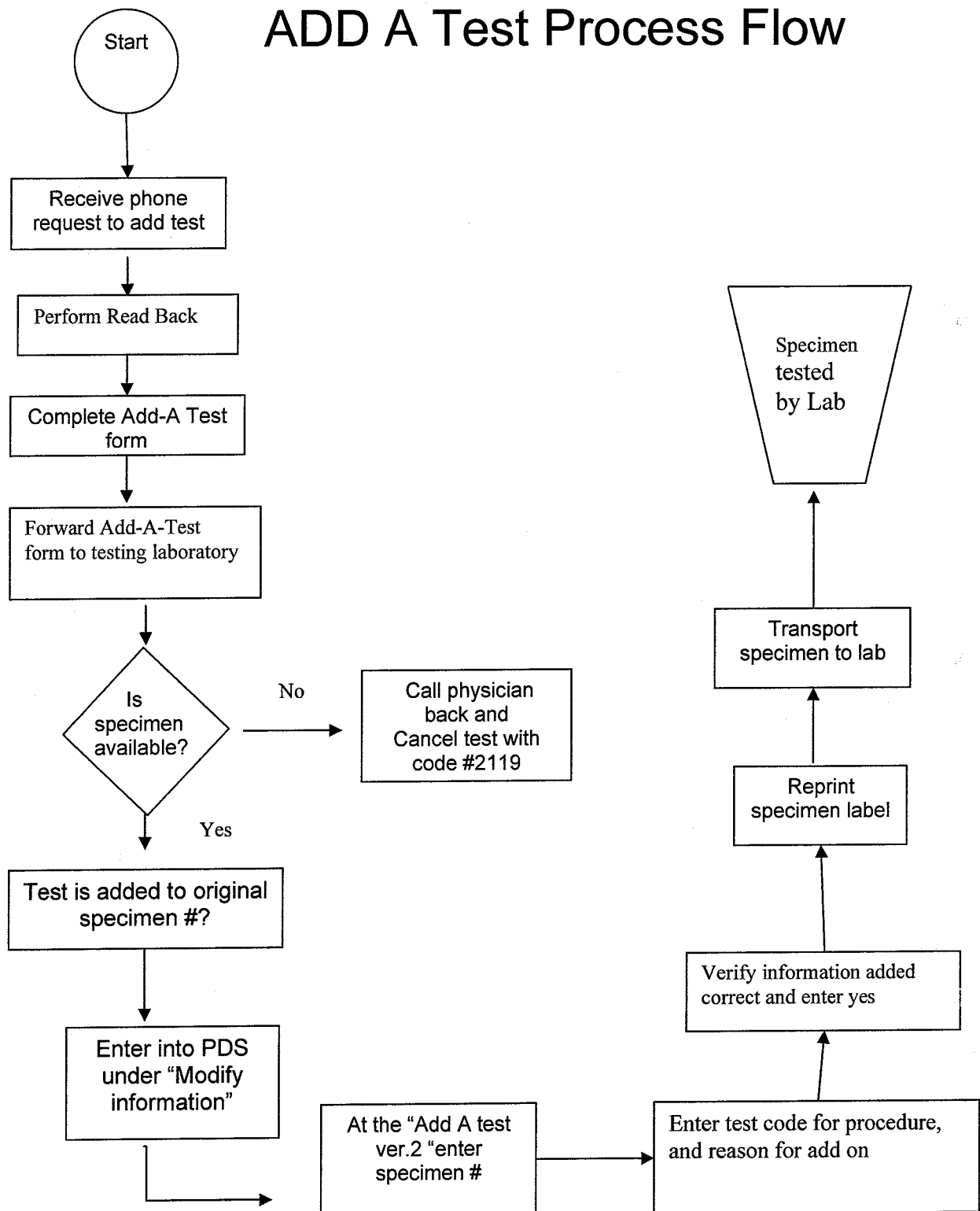
The purpose of this procedure is to provide documentation that meets requirements for soliciting written or electronic authorization from physicians verbally requesting to add or change test orders. Centers for Medicaid and Medicare (CMS) or CLIA states that "when telephone or verbal orders are used, they must be accepted only by personnel who are authorized to do so by medical staff policies and procedures, consistent with federal and state law". Verbal requests are permitted if the laboratory obtains follow up written or electronic documentation within 30 days of the order or the laboratory documents attempts to obtain authorization.

**PROCEDURE-**

1. The authorized patient care provider phones or verbally requests the addition of test procedures to specimens already received in the laboratory.
2. The Laboratory staff person receiving the call completes an Add-A- Test Request form for the appropriate laboratory. (Attachment 1)
3. The Laboratorian performs a read back of the order along with the patient name and second identifier (date of birth or history #).
4. The Laboratorian requests a written order from the authorized provider to document this request and checks box on Add-A- Test form that indicates this action.
5. The completed form is forwarded to the appropriate testing area.
6. The testing laboratory will locate the original specimen and check for appropriateness of the additional test request and verify proper specimen type and adequate volume.
  - If necessary, check for additional specimen(s) that may have been collected and are located in other areas of the laboratory.
7. If additional testing can be performed, the test is added to the original specimen number or a new number is generated if needed in the PDS computer system.
8. If additional test(s) can not be performed:
  - a. Notify requesting provider and enter cancel test code #2119 in computer.
9. Complete and file the Add-A-Test request form with requisitions in the testing laboratory.

10. Pathology Data Systems (PDS) will maintain archived information in system for 7 years

## ADD A Test Process Flow





<b>ADD - A - TEST REQUEST</b>		
Patient Name:		History #or D.O.B.
Specimen Number:	Sample Type:	Original Test Request(s):
Collection Date/Time:		
Requesting Physician:		ID #
Phone Number:		Pager #
Request Date/Time:		Tech:

Test(s) to be added and new specimen number if generated:

Laboratory Resolution:

- Requested written order be sent within 30 days
- Test added as Requested
- Test Added to Different Specimen # \_\_\_\_\_
- Specimen Unavailable Cancel and Called at: \_\_\_\_\_

Tech: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



# ADD - A - TEST REQUEST

<b>Patient Name:</b>	<b>History #</b>
<b>Specimen Number:</b>	<b>Original Test Request(s):</b>
<b>Collection Date / Time:</b>	<b>Requested Written Order (Date and initials):</b>
<b>Requesting Physician:</b>	<b>ID #</b>
<b>Phone Number:</b>	<b>Pager #</b>
<b>Request Date / Time:</b>	<b>Tech:</b>

## ROUTINE

## STAT

CHEMISTRY				CHEMISTRY				HEMATOLOGY				
0550	ELECTROLYTE Includes: Na, K, Cl, CO2	SST	0171	POTASSIUM	SST	0555	ELECTROLYTE Includes: Na, K, Cl, CO2	SST	3022	HEME 8 Includes: WBC, RBC, Hgb, Hct, Indices and Platelets	L	
			0210	PROTEIN - TOTAL	SST				3026	HEME 8 w/ Electronic Diff	L	
0560	BASIC METABOLIC Includes: NA, K, Cl, CO2, Ca, Glucose, BUN, Creat	SST	0170	SODIUM	SST	0565	BASIC METABOLIC Includes: NA, K, Cl, CO2, Ca, Glucose, BUN, Creat	SST				
			360	TRIGLYCERIDE	SST				3057	PACKED CELL VOLUME (Hct)	L	
0570	COMPREHENSIVE Includes: NA, K, Cl, Glu, BUN, Creat, Ca, TP, Alb, T. Bil, Aik Phos, AST	SST	2450	Troponin I	SST	0575	COMPREHENSIVE Includes: NA, K, Cl, Glu, BUN, Creat, Ca, TP, Alb, T. Bil, Aik Phos, AST	SST	3082	PLATELET COUNT	L	
			1715	TSH	SST							
			1707	T3	SST	0262	AMYLASE	SST	3072	RETICULOCYTE COUNT	L	
0580	HEPATIC FUNCTION Includes: T. Bil, D Bil, Alb, Aik Phos, AST, ALT	SST	6834	T4 (Unbound)	SST	0228	BILIRUBIN, DIRECT	SST	3075	ESR-Sedimentation Rate	L	
			0160	UREA NITROGEN	SST	0226	BILIRUBIN, TOTAL	SST				
1371	LIPID PROFILE Inc: Chol, Trig, HDL, Calc, LDL	SST	0340	URIC ACID	SST	0197	CALCIUM	SST	3092	MANUAL DIFFERENTIAL, WBC	L	
			0242	ACID PHOSPHATASE	R	0106	CARBON DIOXIDE (CO2)	SST	3094	RED CELL MORPH.	L	
0215	ALBUMIN	SST	1005	IRON / TRANSFERRIN	R	0105	CHLORIDE	SST	<b>SCREENING COAGULATION</b> Patient on any Anticoagulant? Yes No			
0235	ALK. PHOSPHATASE	SST	1976	FERRITIN	R	0271	CREATINE KINASE (CK)	SST				
0250	ALT (SGPT)	SST	5966	HCG. SERUM - QUAL	R	0317	CREATININE	SST	3332	PROTHROMBIN TIME (PT)	B	
0260	AMYLASE	SST	5967	HCG. SERUM - QUANT.	R	0157	GLUCOSE	SST	3342	APTT	B	
0245	AST (SGOT)	SST	<b>HEMATOLOGY</b>				0266	LIPASE	SST	3327	FIBRINOGEN	B
0227	BILIRUBIN, DIRECT	SST	3020	HEME 8 - Includes: WBC, RBC, Hgb, Hct, Indices and Platelets	L	0207	MAGNESIUM	SST	3389	D - DIMER	B	
0225	BILIRUBIN, TOTAL	SST				0193	OSMOLALITY - SERUM	SST				
0195	CALCIUM	SST	3024	HEME 8 w/ Electronic Diff	L	0203	PHOSPHORUS	SST				
0180	CARBON DIOXIDE (CO2)	SST	3055	PACKED CELL VOLUME (Hct)	L	0101	POTASSIUM	SST				
0175	CHLORIDE	SST				0102	SODIUM	SST				
0350	CHOLESTEROL	SST	3080	PLATELET COUNT	L	0112	UREA NITROGEN	SST				
0270	CREATINE KINASE (CK)	SST	3070	RETICULOCYTE COUNT	L	0341	URIC ACID	SST				
1260	CK-MB and CK TOTAL	SST	3075	ESR-Sedimentation Rate	L	5965	HCG, SERUM - QUAL	SST				
0315	CREATININE	SST	3200	EOSINOPHIL COUNT	L							
0280	GAMMA GLUTAMYL TRANS	SST	3090	MANUAL DIFFERENTIAL, WBC	L							
0150	GLUCOSE	SST	3098	RED CELL MORPH.	L							
0370	HDL CHOLESTROL	SST	3575	Hgb A1C	L							
0255	LDH	SST	<b>SCREENING COAGULATION</b>									
0265	LIPASE	SST	3820	PROTHROMBIN TIME (PT)	B							
205	MAGNESIUM	SST	3821	APTT	B							
194	OSMOLALITY-SERUM	SST	3325	FIBRINOGEN	B							
5000	Pro BNP	SST	3385	D - DIMER	B							
3518	SLIDE FOR PATHOLOGIST REVIEW (IN HOUSE PATIENTS ONLY)											
	PULL HEMATOLOGY SMEAR FOR REQUESTING DOCTOR'S REVIEW											

### OTHER STAT TEST REQUEST:

TEST CODE	TEST NAME

### OTHER ROUTINE TEST REQUEST:

TEST CODE	TEST NAME

### LABORATORY RESOLUTION:

TEST ADDED AS REQUESTED

TEST ADDED TO DIFFERENT SPECIMEN

SPECIMEN UNAVAILABLE CANCEL AND CALL

TECH: \_\_\_\_\_

SP# \_\_\_\_\_

TIME: \_\_\_\_\_