

Procedure: ADD-On and Verbal Test Requests

Review and Approval:		Date Adopted: 7/23/07
Brooks Jackson, M.D.		Written: 10/10/06 Revised : 1/30/08 Revised : 9/01/09

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-

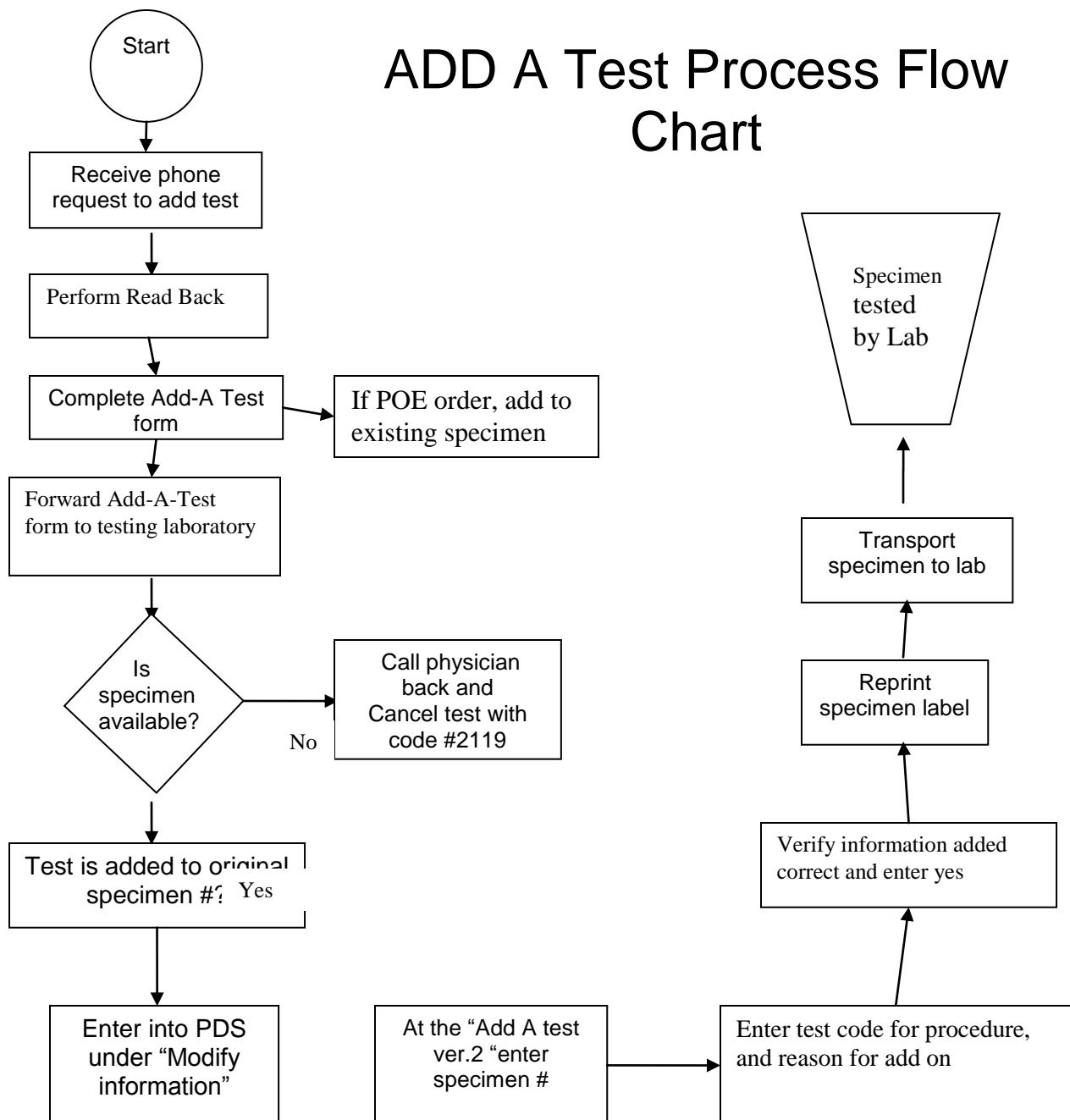
1. The authorized patient care provider phones or verbally requests the addition of test procedures to specimens already received in the laboratory.
2. The Laboratory staff person receiving the call completes an Add-A- Test Request form for the appropriate laboratory. (Attachment 1)

NOTE: Physician Order Entry (POE) Test Order

- a. When a test is added to a specimen with an existing POE order and a manual accession is performed, the PDS system sends a reverse order message across the interface to POE.
 - b. This creates an electronic order on the POE system for the patient.
 - c. A written order is not required for POE test add ons.
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 the verbal add on request and checks the designated box on the 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 Chart



REFERENCES:

1. Policy on Auditing and Monitoring Activities, The Johns Hopkins Hospital Pathology Department Compliance Policy and Procedure Manual, 5/31/00.
2. CMS Regulations, 493.1241(b).

Reviewer	Date	
J. Brooks Jackson, MD	9/01/09	

Johns Hopkins Hospital
 Department of Pathology
 General Procedure Manual

ADD - A – TEST REQUEST		
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: _____