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| POLICY TITLE: MANUAL REQUISITIONS | |
| DEPARTMENT: CLINICAL LABORATORY | |
| AREA: SPECIMEN MANAGEMENT | ORIGINATION DATE: 3/2003 |
| Page 1 of 1 | DATE LAST REVISED/REVIEWED: 2/2022 |
| | PROCEDURE NUMBER: COLL 5.1.30 |

MANUAL REQUISITIONS

POLICY:

All manual requests will be ordered through the computer system, except under the following circumstances:

1. The computer is down for repair or maintenance. In this instance, refer to all relevant Downtime Procedures.
2. The test is not in the order menu.
3. The patient has not been assigned a computer number (for emergency situations only).
4. Employee health, environmental monitoring, etc., as may be needed for any orders not possible via computer entry.

PROCEDURE:

1. All tests will be requested on the miscellaneous request form. These should be in adequate stock on the floors and can be ordered through purchasing.
2. Each requisition must be written with the following minimum information:
 - A. Patient's last name, first name, middle name
 - B. Patient's hospital number and medical record number
 - C. Room number, if applicable
 - D. Ordering Provider
 - E. Priority, including expected collection time
 - F. Person filling out the form
 - G. Test(s) ordered
3. The originating unit should keep the copy labeled "nursing copy" for documentation of the order. In the case of computer downtime, when the computer is operational, the originating unit will order the test using the retained copy as a guide.
4. The requisition must be delivered to the lab.
5. The lab will pick up "STAT" requests on the floor, but notice must be given by telephone from the originating unit.
6. Hand written requests from the nursing units for tests that are available in the computer system are not acceptable (excluding computer down times).