


Name of Policy: <u>Requirements for Clinical Information on Laboratory Requisitions</u> Policy Number: 3364-100-53-21 Department: Hospital Administration Medical Staff Approving Officer: Chief Executive Officer - UTMC Chief of Staff Responsible Agent: Administrative Lab Director Scope: The University of Toledo Medical Center and its Medical Staff	 Effective Date: 7/1/2020 Initial Effective Date: 9/14/1998
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

A test requisition form of type appropriate to the specimen submitted and the test requested must accompany all specimens received in the laboratory. Patient identification information and specification of the nature of the sample are to be clearly and legibly displayed on both specimen container and requisition.

(B) Purpose of Policy

To establish a method to provide information about patient specimens submitted to the laboratory in order to obtain optimum results.

(C) Procedure

1. Specimen labels must be applied to the body of the container in a manner which will not interfere with opening and closing and are not to be placed (exclusively) on the lid. This information MUST include:
 - Patient's full name, UTMC medical record number and/or date of birth or stated age.
 - Nature of specimen, site of origin on body
 - Date and time specimen obtained, with the exception of surgical specimens submitted for anatomical pathology. Date and time are noted on the requisition for these specimens.

2. The requisition MUST include Medical Necessity/Diagnosis if this is an outpatient requisition. It also SHOULD contain additional information, including:
 - Nature of procedure used in obtaining specimen, other than venipuncture.
 - Relevant brief clinical information should be provided on all tissue specimens and other specimens as needed. This may include:
 - Laboratory or imaging findings
 - Relevant medical history

3. Should information so provided to the laboratory be sufficiently incomplete, conflicting, or ambiguous, to compromise interpretation of results, the laboratory may choose to contact the physician's office or nursing unit for clarification and/or further information.

Approved by:	Review/Revision Date:
<u>/s/</u> <hr/> Richard P. Swaine, CPA Chief Executive Officer - UTMC	11/14/01 4/29/05 7/23/2008 5/25/2011 5/1/2014 7/1/2017 7/1/2020
<u>07/22/2020</u> <hr/> Date	
<u>/s/</u> <hr/> Amanda Lenhard, MD Chief of Staff	
<u>07/22/2020</u> <hr/> Date	
<i>Review/Revision Completed By:</i> <i>Nursing Administration</i> <i>Administrative Lab Director</i> <i>Manager, Specimen Acquisition</i> <i>Chief of Staff</i>	Next Review Date: 7/1/2023
Policies Superseded by This Policy: 7-53-21	