Name of Policy:	Outpatient Lab Procedure	
Policy Number:	3364-136-CBGL-09	THE UNIVERSITY OF TOLEDO MEDICAL CENTER
Department:	Pulmonary Services	
Approving Officer:	Senior Hospital Administrator	
Responsible Agent:	Director, Pulmonary Services	
Scope:	The University of Toledo Medical Center Pulmonary Services Department	Effective Date: March 23, 2023 Initial Effective Date: March 2011
		nical revision of existing policy

(A) Policy Statement

In the event a blood sample from an outpatient setting comes to UTMC Blood Gas Lab for analysis, this procedure will be followed.

(B) Purpose of Policy

To establish a procedure for the analysis and reporting of outpatient samples.

(C) Procedure

- 1. All outpatient blood samples will go to the main lab first for check-in procedure. The main lab is responsible for ensuring the patient has a current encounter number assigned so appropriate billing procedures can be followed.
- 2. If the blood sample comes through the outpatient lab, the lab staff will place an order in the electronic medical record (EMR). These blood samples will have the accession number sticker accompanying them. Upon arrival to the blood gas lab, a qualified Respiratory Care Practitioner (RCP) will make sure to check the "order inquiry" for received labs prior to running the sample.
- 3. The qualified RCP will process the sample per policy 3364-136-CBGL-06 Quality Control Quality Management Program. The main lab will fax the blood gas results to the requesting facility if they cannot access the EMR. Critical values reporting will follow policy 3364-136-CBGL-07.

3/28/2023 Date 3/28/2023 Date	02/23/2011 04/11/2012 03/03/2014 03/01/2017 02/19/2019 03/15/2021 03/23/2023
3/28/2023	03/01/2017 02/19/2019 03/15/2021
	02/19/2019 03/15/2021
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	03/23/2023
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3/31/2023	
Date	
	Next Review Date: March 2025

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.