


Name of Policy:	<u>Laboratory Tests and Results</u>	 Effective Date: 8/1/2011 Initial Effective Date: June, 1979
Policy Number:	3364-101-02-09	
Department:	Ambulatory Services	
Approving Officer:	Sr. Vice President and Executive Director, UTMC	
Responsible Agent:	Director, Clinic Operations	
Scope:	Ambulatory Services	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy		
<input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

(A) Policy Statement


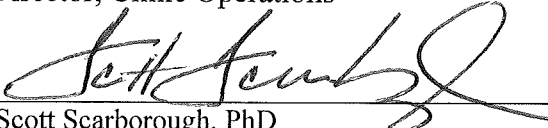
A copy of all clinical laboratory results will be sent to the appropriate area and/or physician.

(B) Purpose of Policy

In order to maintain the integrity of the Institutional Ambulatory Record, all laboratory results on clinic patients shall be returned promptly to the Health Information Management department following the completion of the requested lab study. The physician's copy shall be returned to the physical area from which the request originated, or to another area designated on the Request Slip so that the physician and nursing personnel may be aware of the lab results. HAC: Lab results, once ordered will be sent directly to the ordering physicians work list in HAC and completed by the physician. If there are any directions that need to take place, the physician will document that in the HAC system and reassign it to the appropriate clinic individual for handling. Once a clinic is integrated on HAC, there will no longer be paper labs as they will all be addressed in the HAC system.

(C) Procedure

1. Laboratory requests shall be originated as per procedure Policy No. 3364-101-04-01.
2. The laboratory shall perform the requested study and shall provide results of the test required.
3. The original copy of the lab results will be maintained in the Institutional Ambulatory Record, and results will be accessible online through the Horizon Patient Folder.
4. The physician's copy of the lab results will be returned to the area which originated the request or to another area designated on the requisition. If clinic is integrated into HAC, the lab results will go directly to the requesting physician.
 - a. These lab results will be filed by clinic personnel.
 - b. Lab personnel will page the ordering physician with critical lab values per policy.
 - c. The physician, or his/her designated staff, will document notification and/or follow-up of lab results in the paper medical record to be stored in Portal or in the HAC system if HAC is being used by the specific clinic.

Approved by:  _____ Olivia Dacre, MBA Director, Clinic Operations  _____ Scott Scarborough, PhD Sr. Vice President and Executive Director, UTMC <i>Review/Revision Completed By:</i> <i>Ambulatory Services</i>	<u>9-1-11</u> Date	Review/Revision Date: 6/79 6/96 5/81 1/01 11/84 12/04 9/87 3/05 11/98 3/2008 5/90 8/2011 4/92 10/93
	<u>9-6-11</u> Date	Next Review Date: 8/1/2014
Policies Superseded by This Policy: <i>It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.</i>		