Name of Policy: Unauthorized Testing on UTMC Employees

Policy Number: 3364-107-105

Department: Pathology-Laboratory

Approving Officer: Chief Executive Officer-UTMC

Director, Clinical

Responsible Agent: Pathology/Hematopathology

Administrative Director, Laboratory

Scope: Pathology-Laboratory

Effective Date: 02/20/2017

Initial Effective Date: 3/25/1983

(A) Policy Statement

The laboratory will not perform laboratory testing on UTMC employees, family, or friends without specific request form a physician.

(B) Purpose of Policy

Prevention of unauthorized processing/assaying of laboratory tests on UTMC employees.

(C) Procedure

1. All requests for testing on employees, friends, and family members must be accompanied by a physician’s order.
2. Patients must be registered and all tests performed must be ordered per physician request.
3. Results are sent to the ordering physician and may be accessed through the physician or the Patient Portal. Do not release results to the employee unless a medical records release form is signed by the employee. These can be found in the front office or at any of the UTMC draw sites.

Approved by:

[Signature]
Robert L. Booth, Jr., M.D.
Associate Professor
Director, Clinical Pathology/Hematopathology

[Signature]
Daniel Barbee RN, BSN, MBA
Chief Executive Officer-UTMC

Review/Revision Date:
9/29/92 5/1/2011
9/22/98 3/1/2013
10/06/03 2/20/2015
10/04/04 2/20/2017
9/30/05
9/18/06
9/14/2007
6/10/2008

Next Review Date: 2/20/2019

Policies Superseded by This Policy: OP-5