


Name of Policy: Unauthorized Testing on UTMC Employees		 Effective date: 01/04/2025 Original effective date: 03/25/1983	
Policy Number: 3364-107-105			
Approving Officer: Medical Director, Clinical Pathology			
Responsible Agent: Director, Clinical Pathology Administrative Director, Lab			
Scope: Pathology Laboratory University of Toledo Medical Center			
Key words: Unauthorized testing, UTMC employees, family, friends, physician order.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The laboratory will not perform laboratory testing on UTMC employees, family, or friends without specific request from 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. Employees may access their own results through the patient portal.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p>1/10/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>OP-5</i> <p>Initial effective date: 03/25/1983</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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