


Name of Policy: <u>Confirmation of Unclear Written Laboratory Orders</u>				
Policy Number: 3364-107-119				
Department: Pathology-Laboratory				
Approving Officer: Chief Operating Officer-UTMC				
Responsible Agent: Director, Clinical Pathology Administrative Director, Lab				
Scope: Pathology-Laboratory	Effective Date: 1/4/2023 Initial Effective Date: 2/26/2009			
<table style="width: 100%; border: none;"> <tr> <td style="width: 45%; border: none;"> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </td> <td style="width: 10%; border: none; text-align: center;"> <input checked="" type="checkbox"/> </td> <td style="width: 45%; border: none;"> Minor/technical revision of existing policy Reaffirmation of existing policy </td> </tr> </table>		<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy Reaffirmation of existing policy
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(A) Policy Statement

The laboratory must have clear and concise orders in order to perform correct testing.

(B) Purpose of Policy

To ensure that patients receive correct testing and proper care.

(C) Procedure

1. Laboratory will perform tests only when orders are clearly legible.
2. If written request is not legible the laboratory staff will notify ordering physician or designee and ask for verbal clarification of orders.
3. These verbal orders must be read back in their entirety to ensure accuracy of transcription. The laboratory staff member will document time, date, and name of person giving orders.
4. Laboratory staff will document all the above information on the original order request.

Approved by: <div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div style="width: 45%;"> <u>/s/</u> Amira Gohara, M.D. Professor Director, Clinical Pathology </div> <div style="width: 45%; text-align: center;"> <u>01/05/2023</u> Date </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>/s/</u> Christine Stesney-Ridenour Chief Operating Officer-UTMC <i>Review/Revision Completed by:</i> <i>Heather Byrd – Administrative Director, Lab</i> </div> <div style="width: 45%; text-align: center;"> <u>01/10/2023</u> Date </div> </div>	Review/Revision Date: 5/1/2011 3/1/2013 2/20/2015 2/10/2017 1/19/2019 1/4/2021 1/04/2023 Next Review Date: 1/4/2025
Policies Superseded by This Policy: OP-08-B	