


Name of Policy: Confirmation of Unclear Written Laboratory Orders			
Policy Number: 3364-107-119		Effective date: 01/04/2025	
Approving Officer: Medical Director, Clinical Pathology		Original effective date: 02/26/2009	
Responsible Agent: Director, Clinical Pathology Administrative Director, Lab			
Scope: Pathology Laboratory University of Toledo Medical Center			
Key words: Unclear orders, written orders, legible, verbal orders, documenting orders			
<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 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.

<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Policies Superseded by This Policy: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-08-B</i> <p>Initial effective date: 02/26/2009</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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