



Capital Health

MEMORANDUM

To: CH and Primary Care Physicians, HSM, Nurse Practitioners, Outpatient clinics

From: Dr. J.G. Heathcote, District Chief, Department of Pathology and Laboratory Medicine
Anita Muise, District Manager, Laboratory Client and Support Centre

Date: September 15, 2014

Subject: **Requirement to use approved Capital Health laboratory requisitions**

On July 24, 2014 the Department of Pathology and Laboratory Medicine distributed the following memo: **Laboratory Test Ordering, Requisition and Specimen Labeling, Acceptance and Rejection Policies.**

- CC 85-018 *Clinical Laboratory Diagnostic Test Ordering*
- CC 85-015 *Laboratory Requisition, Specimen Labeling and Supplementary Requests for Diagnostic Testing*
- CC 85-016 *Laboratory Specimen Acceptance and Rejection for Diagnostic Testing*

This communication outlined changes to existing policy, as well the release of two new policies. They provide guidelines to meet accreditation standards for utilization and completion of laboratory requisitions and ensure the requirements for registration, collection and test ordering in the laboratory are met.

At this time we continue to receive requests from physicians on prescription pads, booking forms, fax transmission forms, self made requisitions, and other scraps of paper. Understanding that patients may have already been issued “requisitions” in unacceptable formats, we will continue to process these test requests for a period of three months. This will allow time to patients to use these “requisitions”, or to return to their physician to obtain the proper test requisition. **It is imperative that the practice of issuing requests in these formats is discontinued, effective immediately.**

Please be advised that **effective January 5, 2015** patients who present in blood collection with unacceptable requisitions, including those with standing orders, will not be collected, but will be directed to return to their physician office to obtain a properly completed Capital Health laboratory requisition. Specimens submitted with unacceptable “requisitions” after January 5, 2015 may not be processed. (Refer to CC85-016 *Laboratory Specimen Acceptance and Rejection for Diagnostic Testing*).

Information on how to order Capital Health laboratory requisitions can be found on the Capital Health website: <http://www.cdha.nshealth.ca/pathology-laboratory-medicine/how-obtain-laboratory-requisitions>

Capital Health policies: http://policy.nshealth.ca/Site_Published/DHA9/dha9_home.aspx