



## Capital Health

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### MEMORANDUM

**To:** Capital Health Clinics and Physicians

**From:** Shauna Thompson, Administrative Director  
Dr. Godfrey Heathcote, District Service Chief

**Date:** July 24<sup>rd</sup>, 2014

**Subject:** **Laboratory Test Ordering, Requisition and Specimen Labeling, Acceptance and Rejection Policies**

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In order to meet accreditation standards and provide high quality, safe patient care the Department of Pathology and Laboratory Medicine has revised the CC 85-018 *Clinical Laboratory Diagnostic Test Ordering* policy and has developed two additional policies. CC 85-015 *Laboratory Requisition, Specimen Labeling and Supplementary Requests for Diagnostic Testing* and CC 85-016 *Laboratory Specimen Acceptance and Rejection for Diagnostic Testing* provide guidance for those completing requisitions, labeling specimens and set out the criteria used for acceptance and rejection of laboratory specimens.

1. **CC 85-018 Clinical Laboratory Diagnostic Test Ordering (Revised)** formerly titled: Clinical Laboratory Tests, Authority to Order
  - Identifies who has authorization to order laboratory tests
  - Contains information regarding laboratory test utilization
  - Prohibits ordering laboratory tests on self or family members
2. **CC 85-015 Laboratory Requisition, Specimen Labeling and Supplementary Requests for Diagnostic Testing (New)** contains:
  - Requirements for completing requisition/electronic orders
  - Supplementary test request criteria
  - Requirements for submitting ancillary test requests
  - Specimen labeling criteria
3. **CC 85-016 Laboratory Specimen Acceptance and Rejection for Diagnostic Testing (New)** contains:
  - Specimen rejection criteria
  - Requirements for individuals or businesses who independently engage in phlebotomy
  - Irretrievable specimen guidelines

The following policies will be made obsolete:

CC85-055 Ordering of Laboratory Tests on Employees, Physicians and Family Members  
CC 85-040 Mislabeled Laboratory Specimens for Diagnostic Testing  
CC 85-070 Unlabeled Laboratory Specimens for Diagnostic Testing