

Pathology and Laboratory Medicine Memorandum

To: Physicians and Health Service Directors, Central Zone
Nova Scotia Physicians and Laboratories

From: Dr. J.G. Heathcote, Central Zone Chief, Department of Pathology and Laboratory Medicine
Trudy Handy, Manager, Laboratory Client and Support Centre

Date: May 12th, 2016

Subject: **Requirement to use approved NSHA Central Zone laboratory requisitions**

On September 15, 2014 the Department of Pathology and Laboratory Medicine distributed a memo: **Requirement to use approved Capital Health laboratory requisitions.**

Currently, we continue to receive laboratory test 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” on unacceptable formats, we will continue to process these test requests until July 3rd, 2016. This will allow time for physicians to contact their patients and provide them with the proper laboratory requisition.

Effective July 4th, 2016, patients who present in blood collection clinics with unacceptable requisitions, including those with standing orders, will not be collected, but will be directed to return to their physicians’ offices to obtain properly completed Central Zone laboratory requisitions. Specimens dropped off at our facilities submitted with unacceptable “requisitions” after July 4th, 2016 will not be processed. (Refer to CC85-016 *Laboratory Specimen Acceptance and Rejection for Diagnostic Testing*).

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

Central Zone policies: http://policy.nshealth.ca/Site_Published/DHA9/dha9_home.aspx