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Central Zone

Pathology and Laboratory Medicine Memorandum

To: Physicians, Health Service Managers, Emergency Department, Inpatient and Outpatient Clinics

From: Dr. Irene Sadek, Department Head Pathology and Laboratory Medicine, Central Zone
Ms. Anita Muise, Administrative Director, Central Zone

Date: Nov 10, 2017

Subject: Required information on the laboratory requisition

In order to meet accreditation standards and provide high quality, safe patient care the Department of Pathology and Laboratory Medicine implemented three policies in 2014 (listed below) that govern requesting laboratory testing, completing the laboratory requisition, labelling specimens and the criteria for acceptance and rejection of specimens.

- CC 85-018 *Clinical Laboratory Diagnostic Test Ordering*
- 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*

These policies can be viewed at: http://policy.nshealth.ca/Site_Published/dha9/dha9_home.aspx

To ensure specimen acceptance, the following information is **required** on the requisition:

- Authorized requestor with provincial registration number (PRN) or address/location/clinic name
- Date and time of collection
- Patients full name and date of birth
- Patient identifier e.g. health card number (preferred), government issued identifier

Additional information on requisition requirements is available on the website at:
http://www.cdha.nshealth.ca/system/files/sites/116/documents/required-formats-and-information-laboratory-requisitions.pdf

Please note that requisitions given to patients upon discharge from an inpatient unit, Emergency Department or a clinic location, must clearly indicate the ordering physician's first and last name as well as the PRN in order to direct results appropriately to that individual. If the family physician is to receive the results, the name and PRN or address of that physician must be indicated on the requisition as requiring a copy of the report.