CONWAY MEDICAL CENTER
PROCEDURE

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

TITLE:	LAB-SPC-02.05 Routing of Lab Results-PRO

ISSUED BY:	Administrative Lab Director	REFERENCE #:	LAB-SPC-02.05-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2001-03-10

SCOPE: All clinical areas of the hospital and external customers of the laboratory that may submit lab specimens for testing.

PROCEDURE:

I. HOSPITAL INPATIENT LAB REPORTS:
   A. On line upon lab verification of result.
   B. Upon discharge, lab summaries will be sent to the EHR automatically.

II. DISCHARGED HOSPITAL PATIENT REPORTS: Lab testing that is resulted after the patient has been discharged are printed in the lab; lab staff fax to submitting physician. See autofax instructions.

III. OUTPATIENTS: At the time of order autofax numbers are placed on the test and are automatically faxed upon verification of result.   Lab summary report sent to the EMR

IV. FAX VERIFICATION:
   A. Autofax error report printed and reviewed
   B. All tests refaxed appropriately. (may require fax number verifications)

V. TELEPHONE REQUESTS FOR LAB RESULTS:
   A. From Ordering Physician:
      1. Secure patient name and date.
      2. Pull report to see if documented ordering physician is same as requesting physician.
      3. Verify Fax number in system as fax given by caller.
      4. If the above matches the lab can fax the results.
   B. Other than Ordering Physician: Defer to Medical Records to Medical Records Release (ext 1113). Exception: Order indicates secondary report to.

VI. VERBAL REPORTS: Verbal reporting of results is discouraged when necessary use read back protocol.

RECORDS: EHR

REFERENCE STANDARDS: Medicare Standards of Participation
CAP GEN.20374 ; 40930; 40932;41096;41300;41303;41304;

REVISION/REVIEW HISTORY:

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
05/05/2011	None	Reviewed/Revised saved electronically in lab G drive.
10/19/2011 lds	Format	Change of format for MCN.
03/13/2013 lds	All	Review. No changes except Roman Numeral format new MCN heading.
03/04/2015 lds	I , II	Summaries sent directly to the EMR. No printing of reports
02/28/2017lds	None	Reviewed no changes.