

Requests/Reporting

Laboratory Request Forms and Request Form Procedures

Tests are ordered electronically by the provider in Epic (Hospital Computer System) on Inpatients. In addition, providers who have EPIC as their EMR and have connectivity can order electronically on Outpatients. Outpatient orders can also be placed using a Laboratory Request Form. The form should include:

- Patient's full name
- Patient's Date of Birth
- Patient's Diagnosis Codes
- Ordering Provider's full name
- When Ordering Provider is not in our physician data base, include their address, phone and fax number
- Collection date and time (when specimens are collected outside of Epic)
- Initials of person completing requisition
- Place an **X** firmly marking test to be ordered.
- If the test is not on the requisition, write the full name of the test at the bottom under "Other Tests"

Cancellation of Laboratory Requests

Laboratory tests are occasionally discontinued or canceled after they have been requested in the hospital computer system. If the specimen has not been collected, nursing can cancel the test in the hospital computer system. However, if the specimen has been collected, nursing should notify the laboratory at ext. 7386 or 410-543-7386 to have the test canceled.

Add on Testing

Tests can be added on electronically. However, "ADD ON" needs to be selected to inform the Laboratory to do this. Outpatients can have add-on tests added electronically, via fax or via phone. Phoned add-on testing needs an electronic order or a hard copy faxed as soon as possible.

Reporting of Laboratory Results

The laboratory strives to provide timely results. Results are visible in EPIC (Hospital Computer System). Outpatient / Outreach results are faxed to offices that provide fax numbers. If no fax number is available, the results are mailed.

Transfusion Services Results

Transfusion Service Results can be seen using Epic. Initially, order a Type and Screen (LAB276). If a Type and Screen has already been performed in the last 2 days, order a Transfusion using the Blood Administration Order Set to order units for transfusion.

Interfering Substances

Most common interfering substances are listed in the specimen requirement column of the specific test in the test catalog.

Reportable Disease

TidalHealth Peninsula Regional complies with laboratory reporting requirements for the state health department with respect to reportable diseases. We report by electronic file all reportable diseases that test positive at our laboratory. Mayo Laboratory and the State of Maryland Laboratory report all reportable diseases that test positive at their laboratory. A majority of states require both the performing laboratory and providing physician to provide reports. Please check state health requirements. If you need further information, please do not hesitate to contact us at 410-543-7386.

