

LABORATORY REQUISITIONS	Medical Services MED-LAB-050
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Overview

A laboratory requisition containing adequate, complete, and legible information about the client, the physician, and the tests required is essential to ensuring appropriate analysis, interpretation, and reporting of test results.

POLICY

Requests for laboratory tests must be received on an up-to-date approved requisition or be electronically submitted through the hospital information system order entry.

Acceptable Requisitions

Approved outpatient requisitions are available on the Eastern Health laboratory web page <https://lab.easternhealth.ca> and Provincial Laboratory Formulary web page [Provincial Laboratory Formulary – Health and Community Services \(gov.nl.ca\)](https://www.health.gov.nl.ca/health/laboratory/formulary/)

Only requisitions controlled by Newfoundland and Labrador regional health authorities are authorized for laboratory testing and will be accepted up to twelve months from the date of issue. All laboratory requisitions are developed at the provincial level through the Provincial Forms Standardization Working Group who

reports to the Provincial Health Information Management Leadership Committee. Requisitions created by physicians for use in their practice will not be accepted.

In most cases, the Newfoundland and Labrador *Outpatient Specimen Collection Requisition* is appropriate. See Appendix A for a listing of EH laboratory requisitions including appropriate use. Specialized requisitions must be used for:

- Public Health/Microbiology
- Cytology
- Pathology
- Flow Cytometry
- Maternal Serum Screening
- Genetics

These requisitions have specific fields for additional required information related to the tests requested.

Out of Province Requisitions

Out of province requisitions for *non-residents* will be accepted only if fully completed and includes at minimum:

- The requestor's full name, mailing address and signature,
- The client's full name, date of birth, and health care number and expiry date,
- The health care provider's phone number in case a critical result must be called, and
- A fax number if report is to be faxed rather than mailed.

Out of province requisitions for *residents of Newfoundland and Labrador* will be accepted only in conjunction with the *Laboratory Test Special Authorization Form* #R0019 and, where appropriate, in consultation with a medical scientific laboratory representative to determine proper test utilization. There is one exception to this rule: transplant patients who present to lab with a transplant requisition from out of province in which case, an out of province requisition from the transplant clinic is accepted.

Locum or Resident Requisitions

Requests from locum or resident providers (physicians or other clinicians who have ordering privileges) must include the client's usual provider name and the practice clinic name. In relation to this, refer to Eastern Health Policy RM-CR(III)-120 *Requirements for the Creation of a Patient, Resident, Client Record*.

Canadian Forces and Royal Canadian Mounted Police (RCMP)

For collections or testing to commence, members of the Canadian Forces must present the service number/regimental number. Members of the RCMP that are residents of Newfoundland and Labrador are covered by MCP and must present

with their MCP card with the exceptions set out in the *Medical Care Insurance Beneficiaries and Inquiries Regulations*.

Physician Self-requests

Physicians are not permitted to order blood work or other tests on themselves as directed in the College of Physicians and Surgeons Standards of Practice guideline for *Physician treatment of self, family members or other close to them*. [Standards of Practice and Practice Guidelines - CPSNL](#) Exceptions may exist; physicians should consult the standard for clarification.

Acceptance of Requisition

Once a requisition has been completed by the health care provider, it must not be materially altered by any other party. Such markings may result in the patient not having the specimen collected and/or the specimen being rejected. This includes adding or removing tests, patient identification, or any other information.

Licensed private specimen collectors are permitted to document the specimen collection date and time and collector signature where appropriate or add notes in relation to specimen issues (e.g., unable to collect specimen). Such notes must be initialed or signed by the specimen collector.

To protect patient safety, testing will not be performed if the requisition is non-approved, illegible, missing relevant information, or if there is a mismatch between a requisition and a specimen. If information on the requisition is incomplete (e.g., no health care number or second unique identifier), a new requisition must be supplied by the health care provider prior to specimen collection or commencement of testing.

Verbal Requests

Verbal requests for add on tests must be followed up with a requisition and faxed or emailed to the laboratory or private collector. Laboratory personnel will follow the Quality Procedure *Verbal Requests for Laboratory Tests*. Testing may commence in some circumstances (e.g., critical to patient safety), but a requisition must be forwarded to the laboratory prior to reporting of results.

Scope

Laboratory staff and users of Eastern Health laboratory services.

Purpose

The purpose of this policy is to provide direction to laboratory staff, specimen collectors, and health care providers for completing or accepting requisitions for

laboratory tests to ensure legible, accurate, adequate information is communicated.

Procedure

1. Select the appropriate requisition for testing. Only current requisitions will be accepted and are available on the Eastern Health web site and intranet. See Appendix A for a list of current requisitions and intended use.
2. Complete the approved current laboratory requisition fully in accordance with the guidelines section below and provide to client or submit with specimens collected.
3. Incorrect or incomplete requisitions will likely result in delayed testing or rejection of specimens. Clients may be asked to return with the proper and complete requisition.

Requisition Completion Guideline

General Requirements

Use of a physician office stamp containing the provider's information and/or typewritten information is preferred to prevent incorrect registrations.

To ensure timely processing and reporting to the correct health care provider, all sections of the requisition must be filled out correctly and legibly. It is required, to include both the *first and last* names of the client, health care number, ordering health care provider, *and* copy-to provider.

In the Ordering Providers section, the EMR Clinic Mnemonic is only applicable to those physicians using the Electronic Medical Record system.

If specimens are being submitted directly to the laboratory with a requisition, the following is also required in order to generate a client record in the information system and process the specimen:

- Name
- Address
- Date of Birth
- Health Care Number (e.g., MCP/Other Provincial HC)
- Alternate insurance or self-pay (e.g., DND, RCMP, St. Pierre)
- Family physician, referring physician, or nurse practitioner
- Date and time of collection
- Collectors Signature

Relevant clinical information such as diagnosis, symptoms, or previous findings must be provided for analyses of interpretive nature.

To protect patient safety, non-approved or incomplete requisitions will not be processed, and samples will be rejected without testing.

The laboratory audits the compliance with this policy and provides feedback to physicians as needed.

Supporting Documents

- Canadian Standards Association (2012). CAN/CSA-Z316.7-12. *Primary sample collection facilities and medical laboratories – Patient safety and quality of care – Requirements for collecting, transporting, and storing samples*
- College of Physicians and Surgeons of Newfoundland and Labrador. *Standards of Practice (2017). Physician treatment of self, family members or others close to them.* [Standards of Practice and Practice Guidelines - CPSNL](#)
- Institute for Quality Management in Healthcare (2017). *Medical Laboratory Accreditation Requirements v 7.1*
- International Organization for Standardization (2012). *ISO15189 Medical laboratories – Requirements for quality and competence*, Third edition 2012-11-01
- *Medical Care Insurance Beneficiaries and Inquiries Regulations* CNR 20/96
- *Medical Care Insurance Act* O.C. 96-132
- *MCP Plan Eligibility*, retrieved Mar 13, 2019 from: https://www.health.gov.nl.ca/health/mcp/mcp_applications.html
- Parisi, L., (2003) *Patient Identification: The foundation for a culture of patient safety*. *Journal of Nursing Care Quality*, volume 18, p 73-79.

Linkages

Policies and Procedures:

- Fax Requests for Lab Tests SOP #8646
- Specimen Collection - Private Clinics and Collectors LAB-230
- Positive Client Identification Policy PRC-130
- Registration Accessioning for Lab Testing SOP #7006
- Requirements for the Creation of a Patient, Resident, Client Record Policy RM-CR(III)-120
- Verbal Requests for Laboratory Tests Quality Procedure #7245

Forms:

- Autologous Sperm Cryopreservation Requisition ch-2174
- Breast Cancer Bio-Marker ch-1061
- Flow Cytometry Requisition, Leukemia/Lymphoma Investigation ch-0771
- Cancer Cytogenetics ch-2072
- Cytology Non-Gyn Requisition ch-1357
- Cytogenetics Requisition for Amniocenteses ch-1193
- Laboratory Computer Downtime ch-0357
- Laboratory Test Special Authorization R0019
- Maternal Serum Screen Requisition R0005
- Constitutional Cytogenetics Requisition ch-0764
- Postnatal Microarray - Medical Genetics ch-1652
- Solid Tumor - Medical Genetics ch-1396
- Microbiology Referral ch-0022
- Molecular Genetics Laboratory Requisition R0011
- Outpatient Specimen Collection Requisition R0001
- Outpatient Special Hematology Requisition ch-1025
- Public Health and Microbiology Requisition ch-1854
- Pathology Specimen Requisition ch-0618
- Placental Pathology Requisition ch-1413
- Semen Analysis Requisition ch-2080
- Sperm Wash Requisition and Identification and Release of Sperm Sample ch-0713
- Special Hematology Adult Bone Marrow, Flow Cytometry and Genetics Requisition ch-1408

Key Words

Requisition, Request, Collection, Laboratory, Positive Client Identification

Definitions & Acronyms

Approved Requisition	<ul style="list-style-type: none"> • A Newfoundland and Labrador Regional Health Authority Controlled Requisition • An electronically generated requisition from Meditech or physician office EMR system • A requisition from another jurisdiction for patients being followed by physicians from outside the province <p>Examples of <u>unapproved</u> requisitions are:</p> <ul style="list-style-type: none"> • A requisition developed in a practice setting • Test request written on prescription pads, or plain paper
Client	Patient, client, resident
EMR	Electronic Medical Record for physicians
Health Care Number	Medicare Plan number as issued by the province, e.g., MCP number, OHIP number
MCP Number	Newfoundland and Labrador Medicare Plan number
NL	Newfoundland & Labrador
Second Identifier	<p>An identifier approved in the Positive Client Identification policy.</p> <p>Examples of second identifier are: health care number, date of birth, hospital account number. See Eastern Health policy PRC-130 Positive Client Identification Policy for more details about second identifiers.</p>

Appendix A

Listing of Current EH Laboratory Requisitions

Outpatient Requisitions

The Provincial Outpatient *Specimen Collection Requisition* R0001 must be used for most routine outpatient requests. Microbiology test requests should be submitted on the *Public Health and Microbiology Specimen Collection Requisition* ch-1854.

Number	Name	Use
ch-0764	Constitutional Cytogenetics Requisition	Cytogenetics: Outpatient, ER, OR, Pathology province wide
ch-1357	Cytology Non-Gyn Requisition	Cytology (non-gynecologic)
ch-0771	Flow Cytometry Requisition, Leukemia/Lymphoma Investigation	Flow Cytometry Used by non-hematologists to request flow cytometry testing (e.g., GPs requesting flow on peripheral blood, surgeons requesting flow on lymph node biopsies etc.) Hematologists do not use this requisition.
R0019	Laboratory Test Special Authorization (LTSA)	Special or rare tests not normally ordered – form to accompany requisition.
R0005	Maternal Serum Screen Requisition	Maternal Serum Screen
R0011	Molecular Genetics Laboratory Requisition	Molecular Genetics: Outpatients, province wide
R0001	Outpatient Specimen Collection Requisition	General Outpatient Testing
ch-0618	Pathology Specimen Requisition	Pathology
ch-1854	Public Health and Microbiology Requisition	Microbiology / Public Health Testing
Ch-2080	Semen Analysis Requisition	Fertility

Specialized or Internal Requisitions

Number	Name	Use
Ch-2174	Autologous Sperm Cryopreservation Requisition	Fertility Specialists
ch-1061	Breast Cancer Bio-Marker	
ch-2072	Cancer Cytogenetics	Mainly for pathologist use
ch-1193	Cytogenetics for Amniocentesis	Fetal assessment units-internal
ch-0357	Laboratory Computer Downtime	For use in computer downtime – STAT/Urgent collections

Number	Name	Use
ch-1396	Medical Genetics – Solid Tumor	Pathology referrals-internal and medical genetics program
ch-0022	Microbiology Referral	Internal lab use – regional
ch-1025	Outpatient Special Haematology	Only for use by Hematologists (or internists under direction from the hematologists)
ch-1413	Placental Pathology Requisition	For internal use only
ch-1652	Postnatal Microarray – Medical Genetics	Referral from provincial genetics program, genetic counselors
ch-1408	Special Hematology Adult Bone Marrow, Flow Cytometry and Genetics Requisition	Only for use by Hematologists/Hematopathologists (or internists under their direction) to order targeted hematologic testing and is used predominantly for bone marrow biopsies.
ch-0713	Sperm Wash Requisition and Identification and Release of Sperm Sample	Child/Women's Health Program. Used internally only.