Athens-Limestone Hospital

REPORTING REQUEST

Requesting Laboratory Test

Requisitions for laboratory tests must be made by physicians or other health professionals entitled to obtain and make use of laboratory results. Verbal requests are **not** acceptable for patients in the hospital, but will be accepted for Outpatient laboratory patients. (We will request written confirmation of verbal orders for outpatient laboratory patients.) All orders on hospital patients must be entered into CPSI.

Orders for **Outpatient laboratory work** should be initiated on the Athens Limestone Hospital Laboratory Services Request Form or may be called or faxed to our Main Hospital Laboratory Department. For outpatient laboratory tests to be performed, we require the name of requesting physician, a medical diagnosis, and appropriate patient billing information.
All specimens submitted by hospital nursing service personnel to the laboratory must be **correctly labeled** with a label containing at least 2 patient identifiers. Specimens submitted unlabeled or incorrectly labeled may be rejected for analysis. Any handwritten labels **must include** patient last name, first name and middle initial, hospital MR
Number, date, and time collected and the collector's initials.

Specimens for Pathology Examination must be accompanied by a completed pathology request.

Laboratory Reports

For Hospital Patients: Paper reports are not printed for hospital patients. Results are available in the electronic medical record as soon as they are released by the laboratory.

For Outpatient Laboratory Patients: Reports are delivered to requesting client via a wide variety of options which are determined on a client by client basis to meet their individual needs and desires. Options available to full service clients include HL7 interface to an office's EMR web portal, remote printers placed in the office, automatic fax reports to the office, and courier-delivered reports to the office. The laboratory is available 24 hours a day to assist with laboratory reports.