

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: LAB SERVICES	Policy #: 5.30
Prepared by:	Revision #:
Approved by: Board of Directors	Effective Date: 7/24/2015

5.30 Lab Services

OBJECTIVE:

To provide direction in handling and processing lab request.

PROCESS/PROCEDURE:

1. A written order from a Good Samaritan provider must always be present, either in the individual patient chart or in a standing order, before any lab work may be performed. This applies to both in-house labs and specimens being sent to a reference lab. Support staff should not assume to know what laboratory studies are needed.
2. Patient must schedule an appointment for the lab studies at the Appointment Desk.
3. When a patient presents without an order in the chart, the treating provider should be consulted regarding appropriate labs. If the treating provider is not available, the covering provider may order the appropriate test. The patient should be rescheduled if staff is unable to obtain orders from a provider.

If an established patient presents with an order from a specialist to whom the patient was referred to by Good Samaritan Staff, the staff must consult the primary care provider. If the primary care provider agrees with the ordered labs, he or she must enter an order for the labs in the patient chart following standard ECW protocol as stated in the *ECW* manual and will then be responsible for interpreting the results. The results should be faxed to the requesting specialist and the patient should be notified.