

## 10 Steps to Correctly Fill out a Laboratory Requisition



**CORRECT**



**INCORRECT**

<b>1. Full Patient Legal Name (first, middle, last)</b>	John Sean Smith	John room 126
<b>2. Date of Birth</b>	12/12/2012	12-Dec
<b>3. Gender</b>	Check Box or write: Male or Female or Transgender	Leaving it blank, Both
<b>4. Ordering Physician</b>	First + Last Name of Provider <u>responsible</u> for Test	None, Incorrect provider, Only provider last name
<b>5. Choose Correct Test</b>	Urine culture	"Culture"
<b>6. Specimen Source</b>	clean catch, voided, etc.	Leaving it blank
<b>7. Collection Date/Time</b>	03/14/14 @ 16:30	Leaving it blank
<b>8. Diagnosis Code</b>	ICD-10 code	Leaving it blank
<b>9. Choose Billing Type</b>	Check Box: Patient Insurance (provide Insurance Info) or Client	Leaving it blank
<b>10. Standing order (include frequency &amp; duration)</b>	Check Box: <b>STANDING ORDER</b> CBC 1x week, for 6 months	CBC every week