Instructions for properly filling Out Lab requisitions

Providing a completely filled out lab Requisisiton is critically important for patient safety, and compliance. The following instructions insures a valid lab order is submitted to our laboratory. It is the policy of St. Charles Health System to not allow any physician or other licensed independent providers to prescribe for themselves or their family members. This includes ordering of tests, which are considered the practice of medicine and are not to be provided to oneself or a member of one's family.

1. **Patient Information** full legal name (as shown on their legal photo ID), Date of birth and Gender
2. **Specimen information:** requested and collection dates & times, Standing order, STAT, Fasting or Non-Fasting, and priority reporting for Calling or faxing results. Only fax numbers out of public view should be provided.
3. **Billing:**
   - Patient/Insurance - fill out completely or write see attachment when providing "patient details sheets" including billing information. We perfer copies of photo ID, copies of insurance cards front and back.
   - Bill Clinic - billing to clinic directly, write "Bill Clinic".
4. **Cures Act** -Select blocking reason when appropriate. This will block immediate release of results to patients.
5. **Provider signature** on a requisition is encourgeage, if requisition is not signed, for compliance to support testing/billing there must be documention in the clinics/providers patient chart to support lab testing was indicated.
6. **Physician notice:** Review this notice. Indicate a valid ICD Code(s) supported in the patient chart to document medical necessity, if ICD does not support medical necessity, explain and obtain ABN with patient signature to accompany this requisition. If
7. **Indicate Source and Site** for every culture, for urines indicate clean catch or voided.
8. **Medicare screening test**(s) require an ABN for medicare, for frequency issue. And helpful ICD codes when only a specific ICD is allowed.
9. **Mark testing or write in test**(s) if not on the preprinted requisisiton.