

Process for Labs/Radiology Procedures:

Any patient who requires blood work or radiology procedures are given a Laboratory or Radiology Requisition form. These forms are given to the patient at the end of the visit in a folder with all other paperwork pertaining to the visit. The folder is then given to "check out" and all papers are reviewed and scanned in EHR as necessary. The doctor also sends all orders to "visit tasks" in the EHR which sits under "pending results". Patients are given a handout of different labs and radiology facilities in the area, but are told to check with their insurance company first to make sure they participate in their plan.

If the orders are stat or a wet read is needed it will be checked off at the top of the requisition form. These orders will be sent to the "Front Desk".

Procedure for stat results:

All results that are stat will be monitored by the front staff.

If results not back in a reasonable amount of time via fax or by phone, the office will call the facility the patient went to and request the results.

If the results are verbal, the call is given to the ordering provider.

Once the final report comes (usually by fax when stat), the results are scanned and tasked to the ordering doctor. The MD/PNP must electronically sign the report.

The patient is then immediately notified by either the provider or front staff and given any instructions necessary and documented in EHR.

Procedure for non-stat lab results:

When preliminary labs come in, the front desk staff will place in a folder labeled "Unreviewed Pending Labs".

Labs will be reviewed by a provider 3 times a day. Once by the provider on phone hour, lunch time (before or after) and by the on call provider before they leave for the day.

The provider will decide how to handle the partial labs and will place in the "Reviewed Pending Labs" folder.

When final results come in the front desk will immediately scan and task to the provider who ordered the labs.

If the MD/PNP who ordered the labs is out that day, the staff can check with the on call provider if they are unsure if it can wait until the ordering provider returns.


Provider must electronically sign scanned labs results after reviewing final results.

Procedure for non-stat radiology orders:

Radiology reports will be put on the ordering providers desk and will be scanned after signed and reviewed. All patients will be notified and documented in EHR.

For all non-stat orders, the staff will make 2 phone calls, one week apart. If the parent still does not go for test, order will be re-tasked to the provider who ordered test to decide what to do.

RADIOLOGY REQUISITION

Pt name:	Date:
Pt DOB:	
Ordering physician: (CIRCLE): 	
Facility sent to:	CHECK IF WET READ <input type="checkbox"/> <input type="checkbox"/>
Diagnosis (ICD-9):	
<input type="checkbox"/>	CXR 2 VIEWS
<input type="checkbox"/>	SCOLIOSIS SERIES
<input type="checkbox"/>	ULTRASOUND KIDNEYS
<input type="checkbox"/>	ULTRASOUND BLADDER
<input type="checkbox"/>	ULTRASOUND HIPS
<input type="checkbox"/>	ULTRASOUND ABDOMEN
<input type="checkbox"/>	ULTRASOUND PELVIS
<input type="checkbox"/>	CT SCAN WITHOUT CONTRAST: _____
<input type="checkbox"/>	CT SCAN WITH CONTRAST: _____
<input type="checkbox"/>	MRI BRAIN WITHOUT CONTRAST: _____
<input type="checkbox"/>	MRI BRAIN WITH CONTRAST: _____
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Physician Signature

LABORATORY REQUISITION

Labcorp acct#

Quest acct#

Pt name:		Date:
Pt DOB:		
Ordering physician: (circle) Peppard,		
Diagnosis (ICD-9):		CHECK IF STAT <input type="checkbox"/> /
<input type="checkbox"/>	CBC w/ diff & plt	
<input type="checkbox"/>	Complete metabolic panel	
<input type="checkbox"/>	Total and Direct bilirubin	
<input type="checkbox"/>	ESR	
<input type="checkbox"/>	CRP	
<input type="checkbox"/>	Celiac panel & serum IgA	
<input type="checkbox"/>	Free T4 & TSH	
<input type="checkbox"/>	Fasting lipid profile	
<input type="checkbox"/>	Fasting glucose, Hgb A1C, serum insulin level	
<input type="checkbox"/>	Lyme IgG & IgM w/ reflex to Western Blot	
<input type="checkbox"/>	Monospot	
<input type="checkbox"/>	EBV acute panel (IgG and IgM)	
<input type="checkbox"/>	PCOS panel (FSH, LH, estradiol, total testosterone, free testosterone, 17-OH progesterone, DHEAS, sex hormone binding globulin, prolactin)	
<input type="checkbox"/>	Other:	

Physician Signature