

## HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

<b>SUBJECT:</b> IX-103 LABORATORY SERVICES AND ORDERING OF LABORATORY TESTS	<b>POLICY #:</b> 1045
	<b>VERSION:</b> 2
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<b>DATE APPROVED:</b> 09/15/2017	

**PURPOSE:** To provide guidelines for ordering and obtaining laboratory tests in the Ambulatory Surgical Center (ASC).

**POLICY:** Laboratory services for ASC patients are provided by the Medicare-approved (Medicare provider number W932) and Joint Commission accredited HDHS Laboratory Department under a Memorandum of Understanding. Only physicians are permitted to order laboratory tests.

All laboratory tests will be ordered through the ORCHID system and all laboratory tests results will be filed in the ASC medical record.

### DEFINITIONS:

- A. **STAT:** Tests that are considered true emergencies and that are given the highest priority in processing.
- B. **ROUTINE:** These tests are completed based on pre-approved HDHS Laboratory processing time guidelines.

### PROCEDURE:

- A. Ordering "STAT" Tests
  1. If a test is needed "STAT," the order is entered into the ORCHID system, and is followed up with a phone call to the HDHS Laboratory.
  2. The patient is instructed to go to the HDHS Phlebotomy Room and a phlebotomist will draw the ASC patient next.
  3. "STAT" results will be transmitted through the ORCHID system, immediately after they are approved by the HDHS Laboratory Scientist. If a critical value is discovered, the Laboratory will call the ordering provider within 5 minutes of verifying the results.
  4. A final report will be found in ORCHID system.

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### B. Ordering Routine Tests

1. Physicians will enter order through the ORCHID System.
2. Patient is sent to the HDHS Laboratory phlebotomy waiting area to sign-in and wait for their turn.
3. If a critical value is discovered, the Laboratory will call the ordering physician and/or the ASC within 5 minutes of reported result verification.
4. The final report, once results are fully completed, will be found in the ORCHID system.

### C. Ordering Intra-Operative or Post-Operative Tests

1. If the attending physician or Anesthesia staff requires "STAT" orders intraoperatively, the Anesthesia staff will draw the blood and place in the appropriate colored-top tube.
2. If the attending physician or Anesthesia staff require "STAT" orders post-operatively, the Anesthesia or Nursing staff will draw the blood and place in the appropriate colored-top tube.
3. Physicians will place the "STAT" order in the ORCHID System. Nursing will call the HDHS Laboratory to inform them of the impending "STAT" test.
4. Nursing will have the blood delivered or request the Lab to pick up the blood.
5. "STAT" results will be transmitted through the ORCHID system, immediately after they are approved by a HDHS Laboratory Scientist.
6. A final report will be found in the ORCHID system.

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