POLICY STATEMENT:
This policy guides laboratory requisitioning and processing in both the paper and electronic medical record area (EMR).

SCOPE:
This policy applies and will be distributed to all TTUHSC School of Medicine Clinics, also known as Texas Tech Physicians.

PROCEDURE:

1. Physician documents order for lab in patient’s record.

2. Nurse/Physician generates appropriate lab request, including patient identification and location of requesting clinic.
   a. **Paper Request**: Patient is instructed to go to appropriate area in clinic or to the laboratory with the lab request to have blood drawn.
   b. **EMR**: The patient will be sent without a request form.

3. **Paper**:
   a. Laboratory will generate one copy of lab results to a designated location in the lab to be picked up by clinic personnel or results may be printed on clinic printer.
   b. Clinic staff is responsible for obtaining result from the Laboratory.
   c. Designated clinic staff should date stamp (and time, as appropriate) each lab report and forward to the appropriate Physician.
   d. The Physician reviews the report, initials, dates and may indicate appropriate follow-up action on the lab result report form.

4. **EMR**: Results will be sent to the ordering physician’s inbox for endorsement.

5. After follow-up action is completed, the lab report, noted by Physician, becomes a permanent part of the Medical Record.

APPROVAL AUTHORITY:
This policy shall be recommended for approval by the Joint SOM Policy Committee to the Regional Deans with final signatory authority by the Dean, School of Medicine.
RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement

| Signatory approval on file by: | Steven L. Berk, MD  
|                              |  Dean, School of Medicine  
|                              | Jose Manuel De la Rosa, M.D.  
|                              |  Dean, School of Medicine, El Paso  |