

Follow this checklist when placing a laboratory service request.

Step 1 | Confirm the Patient

- Confirm full legal name, sex, and date of birth.

Step 2 | Confirm the Payment

- Confirm the entity that will be responsible for the laboratory service fee.

There are three entities that can be responsible for payment. They are:

- 1. Client:** The healthcare organization, clinic or program by which the patient is being treated.
If client bill type is selected, the client receives the bill for the laboratory service requested.
- 2. Patient:** The patient being treated.
If patient bill type is selected, the patient receives the bill for the laboratory service requested.
- 3. Third Party Insurance:** The insurance that covers the treatment of the patient.
If third party insurance bill type is selected, the insurance company receives the bill for the laboratory service

Step 3 | Confirm the Laboratory Service Request

- Confirm the laboratory order information. *The only universally accepted source for this information is the patient's medical chart found in EHR.*
 - » Confirm the **provider** ordering the service(s).
 - » Confirm the **patient demographic, guarantor, and insurance information.**
 - » Select the **test(s)** to be performed.
 - » Select the **medication(s)** currently being prescribed.
 - » Select the **diagnosis(s).**
 - » Select the **date of collection.**
 - » Confirm the **specimen type.**

Step 4 | Confirm All Information

- Review all of the information to ensure it is complete, accurate, and up to date.

Step 5 | Complete

- Complete the order.
 - » Print the label, double check that the name on the ordering label matches the name on the cup or oral swab container and place it on the cup or oral swab container.
 - » Prepare sample for shipment.

Step 6 | Bag Check

- Complete the bag check.
 - » Label Check: Confirm urine specimens have urine (Dymo) labels and oral fluid specimens have oral fluid (Dymo) labels.
 - » Validity Check: Confirm urine specimens have at least 3mL, and oral fluid device is blue.
 - » Remove From Bag Check: Confirm you have removed unlabeled specimens or leaky tubes/cups.