

Date: December 10, 2015
To: Central Zone Physicians
From: AHS Laboratory Services
Re: Lab Requisitions 'Copy To'

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

Patients have the right to disclose their information to the health care providers they choose; therefore, they may request that a copy of their laboratory reports be sent to a physician/authorized provider not listed on the original requisition. In many circumstances primary care providers have asked their patients to add their name to any laboratory requisition given to them from another provider

Unfortunately, there have been numerous instances documented where an incorrect or inappropriate Provider has been added to the Copy To section of a laboratory requisition, at the request of a patient. Further to that, a significant number of providers do not want to be added to requisitions where they are not the primary ordering provider.

Central Zone laboratories will allow patients to add providers to the Copy To section of laboratory requisitions, but will require that patients provide the following provider information:

- Provider's full name
- Provider's address
- Provider's fax number

Providers wanting to be added to requisitions are encouraged to inform/educate their patients about this policy should they wish their name be added to the Copy To section of a laboratory requisition. Providing the patient a card with the Provider's required information and asking patients to present it to laboratory collecting staff would be helpful in fulfilling the requirements of this policy.

If the patient cannot provide the required information, the provider cannot be added to the requisition. The provider can access the laboratory reports from Netcare or contact the laboratory directly to provide their contact information and be added as a provider on that patient requisition.

Inquiries and feedback may be directed to:

- If you have any questions, please contact: Dr. Garnet Horne (Zone Clinical Department Head, Pathology and Laboratory Medicine, Central Zone).
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This bulletin has been reviewed and approved by:

Dr. Garnet Horne, Zone Clinical Department Head, Central Zone