

<b>DATE:</b>	14 April 2025
<b>TO:</b>	All Health Care Providers Using Connect Care
<b>FROM:</b>	External Send-Out Teams - Alberta Precision Laboratories
<b>RE:</b>	<b>New Process for Ordering Tests Not Available in Connect Care: Request for External Sendout Lab Test</b>

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## PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

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### Key Message

- Effective April 30, 2025, health care providers who order in Epic will follow a new process to place orders for tests that are not performed by Alberta Precision Laboratories (APL).
- The “Request for External Sendout Lab Test” consult order will be used in Epic.
- The request will be reviewed by lab medical/scientific staff for approval before the specimen is collected and sent out for testing.
- To expedite approvals and avoid test cancellation, contact the appropriate APL medical/scientific staff on-call person in advance of placing the consult order.

### Background

- Previously, these tests could only be requested using either a paper requisition or a phone call to the laboratory. This occasionally resulted in specimen collection, ordering and send out delays or errors as all requisite information was not consistently captured.
- A formal notification process to communicate and document approval status of the request did not previously exist.

### How this will impact you

- The “Request for External Sendout Lab Test” consult order should be used for tests that do not have a procedure code in Epic. When the ordering provider signs the order, the request will be reviewed by the relevant medical/scientific APL staff and the test will be approved if the appropriate criteria are met.
- A notice will be sent to the provider within approximately five business days (via InBasket message) that the order is approved or denied.
- If the order is approved for an outpatient, the message to the provider will indicate to them to send the patient for the collection. **Do not send the patient for the collection until you have received notification that the test is approved.**
- If the order is approved for an inpatient, APL will order the test, and it will be available for collection on the patient encounter as Miscellaneous External Test (Referred Test).
- Previously established communication strategies (i.e., phone calls, emails) for pre-approval will no longer be required if the Request for External Sendout Lab Test is ordered.
- Any orders that are on a paper requisition will still require one of the pre-established strategies (i.e., phone call or email) or cancellation may occur.



**Action Required**

- Be aware of the new Connect Care process for miscellaneous external testing.
- Search for an appropriate test procedure code in the APL Test Directory and Epic.
- If you are unable to find a procedure code for the test you require, initiate the consult by using “Request for External Sendout Lab Test” “LAB0000E”.

**Effective 30 April 2025**

**Questions/Concerns**

- Ann Arseneau, APL PreAnalytics Discipline Lead

**Approved by**

- Dr. Susan Nahirniak, Associate CMLO, Connect Care and Related Projects