

<b>DATE:</b>	22 January 2024
<b>TO:</b>	Physicians and Nursing Staff, All Zones
<b>FROM:</b>	Alberta Precision Labs, PreAnalytics
<b>RE:</b>	<b>Laboratory Workflow to Address Multiple Orders in an Outpatient Setting</b>

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## PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

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### Key Message

- A provincial standardized workflow has been developed for laboratory staff to determine which tests to collect when multiple requests, electronic and/or paper requisition based, are present on a patient arriving for lab collection appointments.

### Background

- Lab staff in outpatient collection settings are often presented with a complicated combination of paper requisitions and electronic orders. Many of these test orders may also have specific collection recurrences.
- Managing these orders can be confusing and time consuming for lab staff.
- There is a risk of staff missing orders that require collection at specific time points or collecting specimens before intended.
- The standardized workflow for staff will facilitate the collection of test orders appropriately according to the information provided on paper requisitions and Connect Care electronic orders.

### How this will impact you

- Lab staff will view any open orders in Connect Care, and those orders provided on paper requisitions, to triage in Connect Care's Order Inquiry function by reviewing the following information:
  - Recurring/Future Order
  - Indicated expected collection date
  - Order comments indicating specific collection dates
- This information will be confirmed in consultation the with patient. If no specific information is included in the order or on the requisition, then all open orders will be collected during that visit.

### Action Required

- Ensure that you complete the date of expected collection in all electronic orders and on any paper requisition. For electronic orders, if a date is not specified it will default to the date that the order was placed.
- Any orders with an expected date that is in the past, compared to the day of the lab collection appointment, will be collected. Otherwise, the following range of collection noted below will occur:
  - One-time orders/Daily/Weekly –within 2 days of a specified expected collection date.
  - Monthly orders - within one week of the expected collection date.



- Order for every three or six months - within one month of the expected collection date.
- PRN orders will be collected at the direction of the patient.
- If the frequency is not listed above, the more frequent collection criteria will be used. For example, orders to be collected every two months will follow the monthly order criteria.
- Ensure patients are aware of the proper time/dates to present to the laboratory to have blood collections performed appropriately.

**Effective      Immediately**

**Questions/Concerns**

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**Approved by**

- Dr. Albert Tsui, Section Chief, PreAnalytics, APL
- Dr. Susan Nahirniak, Medical Informatics Lead, Lab Medicine & Pathology, APL

*Effective September 1, 2023, APL has become the sole provider of all public lab services in Alberta. As a result, community lab services formally provided by DynaLIFE Medical Labs will become the responsibility of Alberta Precision Labs (APL). This change impacts all zones.*