

Date: August 21, 2014
To: All Physicians, Nurse Practitioners and Pharmacists
From: AHS Laboratory Services
Re: New Laboratory Services Policy on Recurring Orders for Outpatients

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

- To standardize and streamline processes for the benefit of **outpatients**, requesting Practitioners and the Laboratory, a new AHS Laboratory Services policy pertaining to recurring orders (also referred to as standing orders) has been developed.
- This new policy may result in changes to the way in which some Zones have previously handled recurring orders

Why this is important:

- Laboratories will no longer continue to collect samples from patients with recurring orders unless the requests conform to the following conditions:

- Recurring order requisitions must have an **effective or start date AND an expiry date** (maximum of one year from the effective date),
- Upon expiry of a recurring order requisition, the patient and/or the practitioner will be notified and asked to provide a new requisition if continued testing is required.
- Recurring order requisitions must include the **frequency of testing** required,
- Recurring order requisitions must clearly indicate the responsible practitioner,
- Recurring orders will only be accepted for routine testing,

- If no expiry date is indicated on the requisition, the laboratory may add an expiry date of one year.

The laboratory recognizes that on occasion the practitioner may make ad hoc changes to the usual testing frequency in order to optimize patient care.

Action Required:

- **Effective September 2, 2014**, requesting practitioners must comply with the above conditions when issuing a requisition for recurring orders.
- Ensure that the requisition contains all of the required information.

Inquiries and feedback may be directed to:

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This bulletin has been reviewed and approved by:

Dr. James Wesenberg, Provincial Medical/Scientific Director, AHS Laboratory Services