

Date: July 17, 2012

To: South Zone – West: All Physicians, All Laboratory / Collection Sites

From: AHS Laboratory Services – South Zone (West)

Re: Changes to Physician Information Lab Request Form 101940 and How the Information is Used to Generate Reports to Family Physicians

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

The Laboratory/Microbiology Request form 101940 has been revised so that the physician information fields match with Meditech Hospital Central Information System (HCIS) as follows:

“Ordering” physician has been changed to “Attending/Submitting” physician.

Unless indicated otherwise, the “Attending/Submitting” physician and the family physician are the same.

When a patient presents to the laboratory with a request form, it is the laboratory’s responsibility to confirm that the information on the form corresponds to the information in the Meditech HCIS.

The Physician completing a laboratory request form determines if any other physician should be sent a copy of the lab report.

Why this is important:

When a sample is submitted to the laboratory and the patient is not physically present, the physician information cannot be confirmed. When existing family physician information in the Meditech HCIS cannot be confirmed, reports may be sent to incorrect physician(s). This can result in a breach of confidentiality.

Action Required:

Effective Immediately, If:	Then:
A patient presents to the laboratory with a Laboratory/Microbiology Request form	<ul style="list-style-type: none"> • The laboratory staff will confirm the family physician information in the Meditech HCIS is the same as the Laboratory/Microbiology Request form • The family physician will receive a copy of results.
The “Attending/Submitting” physician is NOT the family physician but wants the family physician to get a copy:	<ul style="list-style-type: none"> • Attending /Submitting physician will Indicate who the family physician is on the Laboratory/Microbiology Request form.
A patient sample is sent to the laboratory and the request form has no family physician indicated.	<ul style="list-style-type: none"> • The laboratory will NOT send a report to the family physician.

Inquiries and feedback may be directed to:

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This bulletin has been reviewed and approved by
Dr. B. Popma, Zone Clinical Department Head (Co-Lead) Laboratory Medicine, South Zone

LBW-11-12