

RECURRING LABORATORY ORDERS JOB AID

The Laboratory will accept written requests for recurring orders from a patient's physician. A new recurring order will be required every 12 months.

It is the patient's responsibility to present with their recurring order each Lab visit.

Recurring Lab Order Requisition Requirements

1. Complete patient information

- Complete full name of patient as stated on Health Care Card
- Complete full address and contact phone number for patient
- Two assigned identifiers i.e. Health Care Number and Date of Birth

Note: Date of birth does not count as a stand alone unique identifier.

2. Clear indication of responsible practitioner

- Complete full name of ordering physician; abbreviated names or "nick names" are unacceptable
- Complete full address and contact information including phone and fax numbers
- Complete full name of any "copy to" doctor

**Note: A stamp with the Physician's name and address is preferred
For patient safety, ensure all written information is legible.**

3. Effective / start date and expiry date – if expiry not indicated, Laboratory will add an expiry of one year from date of receipt.
4. Frequency of testing – standing orders are for routine testing only.
5. Indicate on the Requisition where patient will present for laboratory work and fax lab order to:

Medicine Hat Patients; Community Collection Site; 403-502-8283 / Ambulatory Collection Site; 403-529-8059

Lethbridge Patients – (403) 388-6068.

South Zone Rural Patients – Contact Client Services in your corresponding area for rural fax numbers. Medicine Hat 403-529-8919; Lethbridge 403-388-6057

Patient "At Risk" Exception:

1. A Primary Care study suggests 5% of the community population are considered at risk to maintaining their recurring Laboratory Requisition order
2. Patients who are considered "at risk" by the ordering provider will be accommodated by the laboratories to ensure the lab orders will be completed
3. Write "**Retain requisition for patient**" with "**Recurring Order**" on laboratory requisition.

For more information about recurring orders call your local Client Service Centre at:

Lethbridge and Area - (403) 388-6057

Medicine Hat and Area - (403) 529-8919

Printed copies are UNCONTROLLED unless signed by an authorized lab personnel below.

(Authorized individuals are: lab personnel designated in their zone/program or provincial role to produce print copies)

Initials:

Site:

Date Printed:

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