



## COMPUTER DOWN REQUISITION

When the computer is down tests usually ordered electronically will need to be ordered on a PINK LAB REQUISITION FORM.

Complete information is required.

- A. Addressograph or write in:
  - Account #
  - Patient name
  - DOB
  - Provider
- B. Priority – if the order is STAT, call the lab.
- C. Date and time test is to be collected. If this is not completed, test will be collected on the next routine run.
- D. Department
- E. Room #
- F. If nursing collects a sample – add date, time, and initials to collected by box.
- G. Initials of person completing the pink slip.
- H. Place an X in the box in front of each test you want to order.
- I. Do *not* order the tests in the HIS (computer) when the system comes up. The laboratory staff will place the orders.