



A. Ordered by MD office:

Step	Action 1	Action 2
1	Phone request from office	Inform caller : (1) lab is unable to process tests until written order is received. (2) Office must complete Add Tests to Previously Tested Samples Form (3) After hours or on weekend: take a verbal order following Lab Tests Called in After Hours (policy #11,012).
2	Review	Form – for documentation of ABN check (1) – Initials on form present : continue with step 4 (2) –No initials on form: contact office. Do not process tests.
3	Locate	sample
4	Determine	If specimen has been stored appropriately
5	Determine	if adequate and appropriate sample for the requested tests remain.
6	Complete form	(1) Complete correct section of form (suitable or not suitable). (2) Fax to office if specimen is not suitable.
LAB: (complete all remaining steps)		
(7) DETERMINATION OF VISIT ID NUMBER		
Same ordering provider as original test AND Original Visit ID is in admit, discharge or billed status	Add test to original visit ID	Give charge to lab director to enter manual charges if the visit is in billed status
Different ordering provider as original test AND / OR Original Visit ID is in history status	(1) New visit ID needed (2) No additional collection fee	
(8) Record		
Visit ID on add-on requisition		
(9) Copy		
Add Tests to Previously Tested Samples Form		
(10) Attach		
Master Label		
(11) Forward		
To Medical Records (for scanning)		
(12) File		
Add Tests to Previously Tested Samples Form in current month lab requisition folders using the original date of service.		

B. Add-Ons From Nursing Units:

1. Nursing unit will order the desired tests.
2. Nursing unit will indicate on the instruction line that the test should be added to previously obtained sample.