

TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: All staff

Date Distributed: 7/1/2014
Due Date: 7/31/2014
Implementation: **8/1/2014**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Faxing Policy GEC.L34, SGAH.L38, WAH.L36 v3
Description of change(s):
Section 5: add fax sent to incorrect number
This revised SOP will be implemented on August 1, 2014

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 3)

Non-Technical SOP

Title	Faxing Policy	
Prepared by	Leslie Barrett	Date: 7/20/2009
Owner	Robert SanLuis	Date: 7/29/2010

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE.....	3
2. SCOPE	3
3. RESPONSIBILITY.....	3
4. DEFINITIONS.....	3
5. PROCEDURE.....	3
6. RELATED DOCUMENTS	4
7. REFERENCES	4
8. REVISION HISTORY.....	4
9. ADDENDA AND APPENDICES	4

1. PURPOSE

This procedure outlines the policy for faxing patient results.

2. SCOPE

This procedure applies to all Laboratory staff.

3. RESPONSIBILITY

All Laboratory staff must have knowledge of and comply with this procedure.

4. DEFINITIONS

None

5. PROCEDURE

A. Policy

1. Laboratory reports may be faxed from the Client Service area to the physician caring for the patient, local medical institutions or anyone else authorized by a signed patient authorization.

2. Patient information relating to mental health, drug and alcohol abuse, HIV status, and sexually transmitted diseases, **MAY NOT BE FAXED.**

B. Procedure

1. Patient reports may be faxed to physicians on staff caring for the patient.

Note: Verify that physician name and fax number are **correct** prior to faxing.

2. Patient reports may be faxed to reciprocating hospitals such as Johns Hopkins, Georgetown, etc. with a written request from the treating or ordering physician or patient.
3. All fax reports are to have a Cover Sheet attached with confidentiality statement included.
4. Patient reports will not be faxed to the patient.
5. Patient written authorization is required before releasing information to any other entity not mentioned above.
6. Do not transmit any patient information to attorneys or insurance companies.
7. If a fax is inadvertently sent to an incorrect number, refer to the HIPAA Policy for appropriate action.

6. RELATED DOCUMENTS

HIPAA Policy, Laboratory policy
 Fax Cover Sheet for Protected Health Information (AG.F219, AG.F220, AG.F221, and AG.F222)

7. REFERENCES

- Faxing Hospital Patient Information, WAH.1021, 5/13
- Patient Information, Release of (Medical Records), SGAH 101-11-027 (18020), 3/13

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L030.001		
000	7/29/2010	Update owner	L Barrett	L Loffredo
001	4/15/2011	Section 9: add revised cover sheet	L Barrett	L Loffredo
002	5/14/2014	Section 5: add fax sent to incorrect number Section 6: add updated fax cover sheet titles Section 9: remove outdated cover sheet Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L Barrett	L Loffredo

9. ADDENDA AND APPENDICES

None