

TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Client Service

Date Distributed: 1/26/2015
Due Date: 2/23/2015
Implementation: 2/24/2015

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Verbal Orders on Outpatients SGAH / WAH.CS10 v1
Description of change(s):
<p>Section 1&2: specify outpatient Section 5: revised to not accept verbal orders Section 9: remove forms</p> <p>This revised SOP will be implemented on February 24, 2015</p>

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

Approved draft for training (version 1)

Non-Technical SOP

Title	Verbal Orders on Outpatients	
Prepared by	Kathy Oswald	Date: 8/25/2009
Owner	Samson Khandagale	Date: 8/25/2009

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

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1. PURPOSE

This procedure establishes guidelines for verbal orders on outpatients.

2. SCOPE

This procedure applies to verbal orders on outpatients.

3. RESPONSIBILITY

Client Service staff must understand and comply with this procedure.

4. DEFINITIONS

None

5. PROCEDURE

Verbal orders are NOT accepted for outpatients.

All orders must be either on a written requisition / prescription form or fax.
Electronic orders (HIS / Cerner) are also acceptable.

6. RELATED DOCUMENTS

N/A

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP CS003.001,CS005.001		
000	1/13/2015	Section 1&2: specify outpatient Section 5: revised to not accept verbal orders Section 9: remove forms Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett	S Khandagale

9. ADDENDA AND APPENDICES

None