Clerical Support Services

"OTHER" DOCTOR PROCEDURE

COPY

Purpose:
This procedure provides instructions for entering "*other*" provider demographic information into the Meditech requisition.

Policy:
Providers not listed in the Meditech provider dictionary are entered in Meditech as an "other" provider. This procedure ensures that there will be adequate information to send the results to the appropriate address. Failure to enter complete demographic information can result in delays in reporting results to the responsible provider.
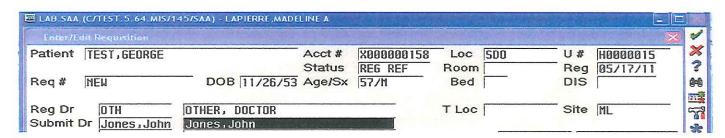
Scope:
This procedure applies to the Saratoga Hospital Laboratory, Saratoga Hematology Oncology Laboratory and Wilton Medical Arts Laboratory.
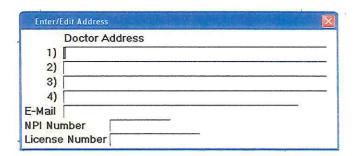
Procedure:

1. The admitting registrar will enter "OTH" as the registered provider.
2. In Meditech in the **Enter/Edit Requisition** screen, remove "OTH" from the "**Submit Dr**" field.

3. Enter the provider's name in the "**Submit Dr**" field using the format: *"Last name, First name, MD"*. **Note:** for "PA" or "NP", do not include the title (see attached example).

4. An *"Enter/Edit Address"* popup box will appear for the address.

a. On line #1 enter the complete street address including P.O. boxes or other codes
b. On line #2 enter the city, state, and zip code.
c. On the lines #3 and #4, enter phone and fax numbers if available.

Note: Meditech allows a maximum of 20 characters per field. If possible, please use acceptable abbreviations so that the complete address will appear on the report.

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      Revised: 12/19/11   By: Jeanne Leonard
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Approved by: _Joann Leonard_ 5/29/13   _WE Fredel III MD_ 8-31-13
                 Clerical Services Coordinator   Date   Laboratory Medical Director   Date
                                                    Saratoga Hospital Laboratory

              Michael Quinn 5/29/13
                 Laboratory Medical Director   Date
                 Saratoga Hematology-Oncology Laboratory

Location: Clerical Support Service Manual
              Accessioning Manual
              Wilton Medical Arts Manual
              LIS Manual

Reviewed 1/8/15 J Leonard