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## Standing Order Procedure

**PURPOSE:** This procedure provides instructions for processing standing orders.

**SCOPE:** Saratoga Hospital Laboratory, Wilton Medical Arts and Laboratory Collection Sites.

**POLICY:** Standing orders are used when the patient is required to have lab tests over a period of time (i.e. Protime, monthly). The following information is **required** to process standing orders:

- Patient name, demographics including insurance information
- Tests to be performed
- Diagnosis relevant to the requested test
- Physician's signature
- Date
- Frequency and duration of testing.

Standing orders are valid at Saratoga Care for a period of **6 months from the date of the original requisition**

**PROCEDURE: (for processing new standing orders):**

1. Prior to accepting a standing order verify that all the required information is on the requisition. Ensure that the frequency of the test is on the requisition (PRN / Q / Weekly / Monthly).
2. If the requisition is missing information, it is preferable to resolve the problem prior to processing the request. For diagnosis, date, and name of the person giving the information and your initials on the requisition.
3. Stamp the requisition with the SCRIPT EXPIRED stamp. Make sure the date on the stamp is set to 6 months after the date on the requisition.
4. Make two copies of the requisition.
5. Front office staff will deliver one copy to the admitting cashier. The remaining copy is filed in the front office in the "**Standing Order**" binder.

**On the patient's last visit for that requisition:**

- When ordering the lab test, enter in comments the canned comment (SOR) "This standing order will expire on (DATE). Please submit a new standing order prior to the next patient visit.  
**Exception:** for patients referred by Mental Health, the front office staff will contact the office and request a new requisition.

**RELATED PROCEDURES:**

- Outpatient Laboratory Tests Orders
- Standing Orders
- Accessioning Procedures
- Procedure for Processing Outpatient Laboratory Tests
- Specimen Rejection Protocol

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Date

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