

## Procedure for the Maintenance of Laboratory Requisitions

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### Purpose:

This procedure provides instructions for the storage and maintenance of Laboratory requisitions.

### Scope:

The Saratoga Hospital, Wilton Medical Arts, and Malta Medical Arts Laboratories

### Policy:

The Laboratory has established a procedure to ensure the retention and storage of Physician Requisitions for prompt easy retrieval per NYSDOH regulation 58-1.11. Each facility is responsible for maintaining the original requisitions for specimens collected and received at their site according to the protocol listed below.

### Procedure:

#### Saratoga Hospital Main Lab:

- Requisitions are to be filed alphabetically by date and maintained for two months in the front office file cabinet.
- After two months they are sent to the warehouse according to the warehouse policy LIS 1.1 to be retained for seven years.

#### Saratoga Hospital Off Site Laboratories:

- All original requisitions are to be filed on site alphabetically by date of service and retained on site for two months.
- After two months they will be transferred to the warehouse according to the warehouse policy to be retained for seven years.
- Requisitions for main lab specimens from off sites will be printed at main lab from Medicon if needed.
- Advanced Beneficiary Notices are sent to the main lab to the attention of the clerical lab staff.

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References:

1. New York State Department of Health regulation 58-1.11
2. Warehouse policy LIS 1.1

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