

 <b>YALE-NEW HAVEN HOSPITAL</b>	<b>TITLE: Clearing of Tests</b>		<b>DEPT OF LAB MEDICINE</b> <b>Immunology, Flow Cytometry, and Molecular Diagnostics Laboratories</b>
			DOCUMENT NO: IMM 92
REVIEW BY PREP/SUPVR: Penny Smith, MT (ASCP)	EFFECTIVE DATE: March 30, 1999	REVISION DATE: May 19, 2013	Page 1 of 1
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Tests needing clearance:

1. Any test requested on a day or time other than its routinely scheduled day or time.
2. Any request for a test to be performed after 5pm or on weekends or holidays.
3. Requests for tests not performed at YNHH that are not available in the SOFT LIS ordering system.

The laboratory medicine resident on call is notified. The laboratory resident will then contact the ordering physician to discuss the medical necessity of the test request. The lab resident may also discuss the request with a laboratory medicine attending physician. After consulting the ordering physician, the laboratory resident will notify the Immunology laboratory of the outcome.

1. If the test is to be performed after hours or at an unscheduled time is cleared, a supervisor will be notified so the test can be scheduled. The ordering physician will be notified of the test result when the testing is complete upon request only.
2. If a request for tests not performed at YNHH and not available in the SOFT LIS ordering system is cleared, the sample will be sent to a CLIA certified laboratory for testing and a miscellaneous test (MISC – SoftCode) will be utilized.
3. If the test is to be cancelled, the SOFT LIS cancellation procedure is to be followed, see the Soft Immunology Manual (IMM120). The fixed comment “Cancelled by Physician” will be entered and the ordering physicians name will be amended to the comment. If possible, the sample will be processed and entered into ubetracker. Tracked samples are stored for 4-6 weeks at -20°C.
4. If the test is to be performed at its routinely scheduled time, the sample will be processed and testing will be performed at its scheduled time.

History:

1. Paragraph 2 - #1 – added “upon request only” and #2 – added SoftLIS MISC code.  
Revision made by Teodorico Lee – May 19, 2013.

