

**UC Davis Health
Sacramento, CA
Department of Pathology and Laboratory Medicine**

PATIENT TEST INFORMATION HANDOFF

Administrative Procedure 770.A

PURPOSE:

To establish a standardized process to guide Laboratory staff when patient information concerning laboratory testing is exchanged between laboratory shifts, sections and or individuals. Patient information handoff is defined as the transfer of information that may alter or effect laboratory test results. The purpose of handing off patient test information is to ensure test result timeliness, integrity and patient safety.

PROCEDURE:

- A. Handoff communications may occur in the following ways:
 - 1. Face to Face
 - 2. Phone
 - 3. Verbal
 - 4. Fax
 - 5. Written

- B. Handoff communications are interactive and allow for the ability to ask and have questions answered. The receiver of the handoff information has the opportunity to review any relevant written information. If the handoff is written, the potential must exist to identify the individuals who are most familiar with the patient or information and can answer questions by the individual who receives the patient information.

- C. Handoff communications using standardized guidelines include but are not limited to:
 - 1. Shift to Shift changes
 - 2. Relief for staff breaks
 - 3. Testing that must be performed in another Laboratory Section
 - 4. Equipment or instrumentation problems
 - 5. Work left pending
 - 6. Physician/ Pathologist/Resident/co-worker information transfer

- D. Handoff communications standard elements should include but not be limited to:
 - 1. Patient Name and Medical Record Number
 - 2. Laboratory staff name, contact number/pager
 - 3. Pertinent testing information including:
 - i. Fasting Status
 - ii. Drugs taken by patient that may affect laboratory test results
 - iii. Known diagnosis effecting test results
 - iv. Equipment or instrument issues that may affect laboratory test results
 - 4. Opportunity to ask and respond to questions

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PROCEDURE HISTORY

Date	Written/ Revised by	Review/Revision	Approved Date	Approved By
09/06	D O'Sullivan	New	10/06	R. Green, MD
8/07	D. O'Sullivan	Reviewed	8/07	R. Green, MD
8/08	D. Wright	Revised	8/08	Dr. Lydia Howell
9/09	D. Wright	Annual Review	9/09	Dr. Lydia Howell
9/10	D. Wright	Annual Review	9/10	Dr. Lydia Howell
09/12	T. Cox	Biennial Review	10/12	L. Howell
09/14	T. Cox	Biennial Review	09/14	L. Howell
09/16	S. Okimura	Biennial Review	08/16	L. Howell
07/18	S. Okimura	Biennial Review	07/18	L. Howell Via OnBase
07/20	N. Kaur	Biennial Review	07/20	L. Howell Via OnBase