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 Test Order Entry

**Document Title: Test Order Entry**

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John Perry	11/2002	HH Policy XX: Compliance, sect IX

Revised By:	Date Revised	Effective Date
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**TITLE:** Test Order Entry

**I. POLICY**

Laboratory staff is expected to enter the laboratory tests requested by a provider without changing the order. Changes or additions to the laboratory order by the ordering provider should be documented either in the report or the add-on process. A valid request from the ordering provider is received via requisition, fax and/or telephone.

**AUDITING AND MONITORING**

Test order entry is monitored within the department in which order entry is performed. The Lab Compliance staff randomly audit this process.

**II. PURPOSE**

Guidelines for entering requested tests into the laboratory computer system.

**III. RESPONSIBILITIES**

Medical Directors & Lab Managers	Supports development of this policy and revise as needed
Compliance Associate	Supports the development of this policy.
All Laboratory Staff	Follow the policy

**V. REFERENCES**

- URMCLabs Specimen Management Section Procedure Manual
- URMCLabs Blood Bank Computer Procedure Manual
- URMCLabs Microbiology Procedure Manual