



6620 Highland Rd., Suite 240  
Waterford Township, MI 48327  
Phone: 888-275-5221  
Fax: 888-275-5224

COL.JA.001.r00

JOB AIDE

### COMPLETE LABORATORY ORDER REQUIREMENTS

Laboratory accreditation agencies (COLA, CLIA, CAP) require that all laboratories be provided with a complete laboratory order prior to collecting, testing and resulting laboratory specimens.

This requirement applies no matter the payment type, ie Client Billed and Insurance Billed orders.

A completed lab order **MUST** contain the following:

- ✓ Patient legal first and last name
- ✓ Patient Date of Birth (DOB)
- ✓ Patient Demographic Information: Address and Telephone Number
- ✓ Patient Insurance Information and Guarantor\*\*
- ✓ Tests being requested, legibly marked on submitting order
- ✓ Diagnosis codes for each test requested.

Failure to provide a COMPLETE laboratory order **may** result in delays in testing while the missing information is being obtained.

Some orders will prompt the ordering provider for additional information. Some examples of the types of orders requesting additional information include but are not limited to:

- ✓ Covid testing
- ✓ Pap Smears
- ✓ AFB testing
- ✓ Tuberculosis testing

Complete laboratory orders should be submitted either in paper format, requisition, provider script -OR- by electronic ordering processes. These electronic order processes involve the ordering provider placing the physical order into the LIS (COPIA) directly.

**While not required**, it is suggested that the provider also sign the paper laboratory order.

**\*\*Guarantor** is the person who is deemed financially responsible for the testing. In the case of a minor it is typically the parent or guardian of the patient. It should not be assumed that the **Guarantor** is the patient unless otherwise specified.

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Reviewed and approved by:

*Wendy Dalton*

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