**UW Medicine - Pathology**

400-01-01-02

Test Ordering Protocols

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| Adopted Date: 08/2003Review Date: 09/2005Revision Date: 08/2012 |

PURPOSE

To ensure requisition forms are complete and accurate and that the proper test is ordered by an authorized person only.

PROCEDURE

### Ordering Physician

Only physicians or authorized health care providers may order Cytogenetics and FISH studies. When testing is added onto an already existing sample, an authorized physician’s name is needed before we can perform that additional testing. A faxed requisition is most appropriate for such add on testing. If testing request seems inappropriate for clinical management, Director or Supervisor must call requesting physician for more information or for testing clarification, modification or cancellation.

***Note***: See special instructions for when specimens are forwarded from Hematopathology for an additional IFISH test. Always check to find out if we already have a specimen in progress using GCS (Genetics Computer System)**.**

### Set-Up Technician/Technologist

The technician or technologist must examine the sample and the incoming Cytogenetics Request form thoroughly to determine if there is sufficient information to set up the sample. If after examining the Cytogenetics Request form an indication is unknown, ambiguous or missing, the tech must have a front office staff member call the ordering physician to clarify. If after contacting the sending department, critical information cannot be resolved, the specimen is rejected and either returned or discarded.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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 Cytogenetics Supervisor