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|  Laboratory Protocol | NO.  |
| PURPOSE:All laboratory tests will be completed as ordered by the physician, with timely notification of result and proper documentation in the medical record.PROCEDURE:1. All physician orders received for laboratory testing will be transcribed onto the “laboratory log” including the resident’s name and room number, the lab test(s) ordered, and the date the labs are to be drawn. At the time the lab order is transcribed, a lab requisition will also be completed for the requested tests and placed in the front of the lab log binder. Additionally, a message will be left with the laboratory that contain resident’s name, room number and tests ordered.
2. Each nursing unit will maintain “Lab Log” specific to that unit. See Attachment “Lab Log”.
3. The designated person will be responsible for assuring proper follow-through with all laboratory testing by:
* Daily reviewing all new admissions orders and new telephone orders to ascertain the new orders for laboratory tests have been properly transcribed (see # 1 above).
* Daily review of the Lab Log to monitor that all labs ordered for that day have been completed and initialed by the phlebotomist that results have been received in a timely manner, physician has been notified and the results are on the medical record.
* Monthly, reviews the Physician Order Sheets to identify which recurring labs are due that month and completes the transcription for these labs as above in # 1.
1. All hard copies of lab results received from the consulting laboratory will be sent to the attention of the charge nurse who will then be responsible for communications with the physician as necessary and placing the results on the medical record.
2. Alert lab results will be called to the physician office and the appropriate nursing unit by laboratory.
3. The director of Nursing Services will be responsible for reviewing each unit’s lab Log on a weekly basis to verify appropriate completion and follow-through with ordered lab tests.
4. Every month, 10% of the active medical records will be audited for compliance with the laboratory protocol utilizing the “Lab QA Audit Tool”. Medical records or a licensed nurse will conduct this audit. The results of this audit will be presented to the CQA/I committee monthly until lab audits are 100% for three months and then the audit will be done quarterly.

ATTACHMENTS:1. Lab Log
2. Lab QA Audit Tool

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| Approved: | Effective Date: | Revision Date: | Change No.: | Page: 1 of 1 |