

<b>Policy #:</b>	303 (PLH-303-06)	<b>Effective Date:</b>	9/30/2004	<b>Reviewed Date:</b>	8/1/2016
<b>Subject:</b>	LABORATORY REPORTING POLICY				
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## LABORATORY REPORTING POLICY

Tests results are released only to authorized persons and, if applicable, the individual responsible for using the test results and the laboratory that initially requested the test. HIPAA compliant release of information form is required for release to patient.

For current information, Laboratory results are available in the Electronic Medical Record (EMR) as soon as they are verified. All laboratory sections are grouped according to analytical sections. Special tabs available for Microbiology and Pathology along with special report documents in document tab. A numeric result accompanied by an "H" or "L" is abnormally high or low and will display in red. A "C" will denote that result is critical. Stat results can be printed on networked printers at nursing stations. You can also learn the status of tests or obtain results through the computer terminal at the nursing units. If you need assistance querying the EMR, contact WTH Help Desk, extension 16583.

Additionally results are transmitted to interfaced physician office electronic medical record systems for immediate viewing.

The printed record for laboratory tests currently not used for charting unless required by institution or during down times. Results are grouped according to traditional analytical sections and organized in a vertical format. Flags are present denoting values that are high or low. For a reference, the key to the flags is also printed at the bottom of the activity and cumulative reports.

Printed or faxed laboratory results are available on request by contacting the Laboratory call center, or on a distribution schedule by requesting these through the Laboratory call center.

Individual patient reports can also be obtained upon request.

Verbal results are given to the physician or licensed caregiver. If either of these is unavailable results may be given to the authorized agent of the licensed caregiver as stated in Goal 2 of the

Joint Commissions Perspectives on Patient Safety Goals. If a verbal report is given, the lab will document who the result was given to and they will be asked to read the result back to the lab to confirm communication.

When electronic resulting is interrupted it will be necessary to resort to a manual backup system using generated laboratory result reports.

In the event of delayed reporting, formal notification through standard downtime notification procedures will be done. A Pathologist will be notified of the delay in order to determine if the physician should be notified.