

Regina Qu'Appelle Health Region Referred In Specimens Requisition

RQHR is instituting a new requisition for Laboratory Blood Tests that may be referred to the General Hospital.

This requisition was designed to capture more complete information which will allow RQHR to return reports on the right patient to the requesting physician(s) and / or clinic(s)

Our goal is to ensure patient safety by insisting that the patient and specimens are properly identified and that we are able to send our report to the correct Physician. RQHR really appreciates your cooperation which will be vital to assist RQHR in achieving this goal.

REQUISITION available on-line.

This requisition will be available on the RQHR website under Programs and Services, Laboratory Services. www.rqhealth.ca/programs/lab/index.shtml Laboratories will find the most recent version of the requisition in a pdf document at this web location. Laboratories or Physician Offices may upload, store and reproduce this document for use.

The new requisition replaces the yellow EIA Requisition (RQHR2222) and green RQHR General Chemistry requisition (210744). Please stop ordering these two requisitions, immediately

Patient identification.

Health Services Number, Last Name, First Name, Date of Birth, Gender are required information. **If any of these elements are missing we cannot properly identify the patient for the electronic medical record. Requisitions lacking this information will not be processed until adequate information is obtained. Avoid delays in service, by fully providing required information.**

Patient phone number is highly recommended. When phoning critical results it is important that RQHR be able to give the physician a phone number to contact the patient, if desired.

If the HSN is from another province, it is very important to identify the province, to avoid confusion with Sask HSN's and for Insurance coverage.

Patient address is highly desired, to assist in confirming the correct patient.

Specimen identification.

In order to ensure that the labeling of the specimens submitted match the requisitions for the patient.

Specimen containers must be properly labeled with the patient name (last and first), date of birth (day, month, year) and HSN. This information must match the information on the requisition.

Reports.

The requesting Dr will receive the primary report via Print, Fax or Electronically (EMR). In addition, unless indicated otherwise, the Requesting Location will receive a "copy" of the report. RQHR recognizes that this may result in some unavoidable duplication of reports. If the Clinic or Sending Facility do not wish to receive a copy of the report, place an x in the "Printed copy of report not required" box

Faxing reports.

Many physicians will receive results electronically in their Office EMR or via Auto-faxing. Faxing is not necessary in the above circumstance.

RQHR will not fax reports unless specifically indicated. RQHR will also only fax to validated fax numbers. If RQHR cannot validate a fax number, it will become the sender's responsibility to fax the report.

Extra Copies.

Physician / Clinic name and address are required for RQHR to properly distribute copies. If inadequate information is provided, a comment indicating such will be placed on the report. It will be the responsibility of the ordering Physician or Clinic to distribute these "copies"