

IDENT	LABCOMPL100.005
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Network Dir Ops Lab&Path Svcs
Title of Approving Official	Medical Director of Clinical Laboratories
Date Effective	6/1/2007
Date of Next Review	1/6/2018



TITLE: Laboratory Standing Orders

PURPOSE: To ensure the use of standing orders in the laboratory are in accordance with OIG's guidance for Clinical Laboratories.

POLICY STATEMENT: It is University of Vermont Medical Center's laboratory policy that standing orders are permitted long as they are valid, medically necessary, and monitored for appropriateness.

PROCEDURE:

1. Standing orders may be faxed in or taken by phone. A Telephone/Faxed Laboratory Order Form should be used to aid in collecting all of the required information for a valid standing order.

Required information:

- a. Patient's first and last name
 - b. Date of birth
 - c. Testing desired
 - d. Diagnosis (ICD-10 code or narrative)
 - e. Frequency of order (cannot be < frequent than 4 times per year. See definition.)
 - f. Duration (cannot exceed 1 year)
 - g. Ordering physician (first and last name)
 - h. Ordering physician's phone and fax #.
2. All valid standing orders received will be entered by Lab Customer Service into PRISM with the expiration date as stated on the original requisition. Once entered into PRISM, a paper copy of the standing order is filed alphabetically in binders in the Laboratory Customer Service area. The original copy is stamped with the date sent to HIM and the expiration date of the order. The original copies of standing orders are sent once per week to HIM for scanning into the patient's medical record. The scan will be labeled "External Orders exp. date" in the Scanned/Media tab of PRISM.
 3. For standing orders with duration of one year, the lab will send a reminder notice to all non-PRISM ordering physicians 2 months prior to the date of expiration asking for renewal, revision or cancellation of the current standing order. For standing orders with expiration dates of less than one year, no renewal notices will be sent.
 4. As orders expire or are cancelled, the paper copy of the original standing order is removed from the Standing Orders Binders in Customer Service and discarded.
NOTE: Prior to December 1, 2015, standing orders were boxed up for long term (10 years) storage.

MONITORING PLAN: See Clinical Laboratory Services Auditing Practices

DEFINITIONS: Standing Order: The laboratory defines a standing order as a repetitive order to be collected at least 4 times within one year or at least once per quarter if the duration of the order is less than one year.

RELATED POLICIES:

Documents Status: **Approved**

Clinical Laboratory Services Auditing Practices
Written Authorization of Telephone Orders
Test Ordering
Valid Orders
Lab Customer Service- Standing Orders

REFERENCES:

Office of Inspector general's Compliance Program Guidance for Clinical Laboratories, August 1998.

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