



# COMPLETING AN OUTPATIENT LAB REQUISITION

(Critical information for timely processing of specimen)

## BCCH & BCWH Quick Reference Guide

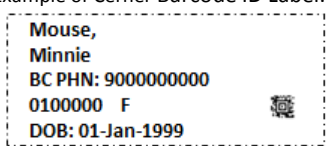
### Completing an Outpatient Laboratory Requisition

To avoid any delays in processing lab requisitions (and impact to patient care), please ensure that a barcode ID label is affixed to **EACH COPY** of the six part lab requisition. Please ensure lab requisitions are accurately completed as outlined below.

**1 Patient Demographics** (Affix a Cerner Barcode ID Label on each page; otherwise, ensure the following information is captured)

- a) Patient full legal name
- b) Date of birth
- c) PHN and/or Cerner MRN
- d) Gender

Example of Cerner Barcode ID Label:



**2 MANDATORY requirements for requesting copies of test results** (\*Please refer to demographic face sheet)

The following information is mandatory for **EACH** physician:

- a) Full name (*Dr. Firstname Lastname*)
- b) MSP Billing Number (*MSP: XXXXX*)
- c) Physician Address (where results should be sent) and contact (phone # / pager #) as appropriate

**3 Lab Test Information** (Select appropriate checkboxes and provide details where applicable)

**4 Ordering Provider's Signature**

**5 Date Signed By Ordering Provider**

**6 Yellow Highlighted Instructions & Fields**

Ensure ALL Highlighted areas are completed

*For more information on special requirements: (See back of requisition for more details or refer to the eLab Handbook online @ [www.elabhandbook.info/phsa](http://www.elabhandbook.info/phsa))*

The form is titled "L1050 LABORATORY REQUISITION - OUTPATIENTS ONLY" and includes fields for patient demographics, physician information, and various lab test categories. Numbered callouts are as follows:

- 1**: Points to the patient name and BC PHN fields.
- 2**: Points to the "Label all specimens with patient's first & last name, DOB / PHN & site" instruction.
- 3**: Points to the "Fasting" section under Chemistry tests.
- 4**: Points to the "SIGNATURE OF PHYSICIAN" field.
- 5**: Points to the "DATE SIGNED" field.
- 6**: Points to the "Label all specimens with patient's first & last name, DOB / PHN & site" instruction.