

**ARNOT HEALTH  
POLICY & PROCEDURE MANUAL**

**POLICY #:** LS.PAL.0011

**Page 1 of 1**

(replaces VII.i.1020)

**TITLE:** LAB SERIES/ STANDING ORDERS

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**APPROVAL:** Dr. Lenhardt, MD, PhD 11/22/05  
Noemi Bentley, MT 11/14/05

**FACILITIES COVERED:**  AOMC     AMS     SJH     IDMH

**OWNER(S):** LABORATORY, CLA SUPERVISOR

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**PROCEDURE:**

1. Lab series/ standing orders are received in the laboratory either by fax or brought in by the patient.  
Make three copies of the order:
  - a.) The original should be filed in the lab series/ standing orders notebook located in the out-patient lab.
  - b.) Copy 1 should be given to out-patient registration for their lab series order book.
  - c.) Copy 2 should go with the specimen to the lab.
  - d.) Copy 3 should be given to the patient. If the patient leaves without taking his/her copy, place it in the front of the notebook and give it to him/her on the next visit.
2. According to New York Codes, Rules and Regulations, Section 505.7 Laboratory Services, standing orders are good for 180 days (6 months). Check the date on the order before drawing the patient.
  - a.) If the requisition will be expired on the patient's next visit, notify him/her that he/she must bring a new requisition from the doctor's office on the next visit.
  - b.) If the requisition is expired, call the physician's office and have them fax a new requisition to 737-7779 (out-patient registration) or to 737-4401 (lab). Write "out of date" on the expired requisition and send it to the lab for filing.  
At IDMH: Have the new order faxed to 776-8837 (Outpatient Registration) or 776-8729 (Laboratory).

**REFERENCE(S):**

New York State Codes, Rules and regulations  
Section 505.7 Laboratory Services

**FORM(S):**

N/A