

ORDERING INFORMATION

PHONE ORDERS

Intermountain Laboratory Services requires written confirmation of verbal orders. The clinician will be asked to sign an Outpatient Verbal Order Confirmation Form.

STANDING ORDERS

A written standing order must be specific to the patient and contain the following information:

Patient's full legal name

Date of birth

Clinician's full name and secondary identifier (i.e., address, phone number or clinician ID)

Diagnosis (**standing orders without diagnoses cannot be used**)

Test(s) ordered

Test frequency (i.e., daily, weekly, and monthly). **“PRN” and “as needed” are not acceptable test frequencies**

Date of original order

Order end date as applicable

Signature of licensed provider with date and time (no stamped signatures). Orders may not be signed by nursing staff on behalf of the provider

CHANGE OR RENEWAL OF STANDING ORDERS

Standing orders for **non-Medicare and Medicare patients** will be valid for no longer than 1 year, after which they must be renewed or discontinued.

A standing order renewal form or a new standing order must be completed by an individual authorized to order tests.