

TEST ORDERING AND REQUISITIONS

Hospital Admitted Patients

Access the Scripps electronic medical record (EMR) system to order Clinical Laboratory testing.

Complete a Pathology Cytology Request form or Surgical Pathology Tissue form obtained from the respective hospital pathology department to order Pathology Department examinations.

Scripps Clinic and Coastal Ambulatory Out-Patients

Access the Scripps electronic medical record (EMR) system to order laboratory testing.

Non-Scripps Ambulatory Out-Patients

Complete a Scripps Laboratory Service Request form (LSR).

Obtain LSR forms by calling Sorrento Mesa Laboratory Client Services at 858-554-9552 or clicking on the link on this website for the Laboratory Service Request (LSR) form.

ADDING TEST ORDERS TO PREVIOUSLY COLLECTED SPECIMENS

Requests for additional testing on a previously ordered and collected specimen are only accepted using an electronic or written order transmitted to the laboratory by facsimile or from the Scripps electronic medical record (EMR) system.

If the additional test(s) cannot be performed on the existing specimen, laboratory personnel will notify the requestor.

DOWNTIME TEST ORDERING AND REQUISITIONS

Outpatients - Use LSR, previously printed Epic printout orders, or prescription pad

Inpatients – Use the hospital downtime form. **Include the hospital location when sending tests to the SML Core Lab.**

All requests must be legible and complete and must contain all required elements

1. Patient name and unique identifier (Date of Birth, Medical Record number, or Contact Serial #)
2. Name of ordering physician and valid signature
3. Date and time of collection
4. Specimen type or source (microbiology and body fluids)
5. Test/s requested
6. Valid phone number and fax number