|  |  |  |
| --- | --- | --- |
| TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  SCHOOL OF MEDICINE  PSYCHIATRY DEPARTMENT  POLICY AND PROCEDURE | REVIEW NO:  1 | NUMBER:  N 5 |
| PREPARED BY: APPROVED BY:  KARY BLAIR TERRY MCMAHON, MD | ORIGINAL APPROVAL DATE:  APRIL 2004 | MOST RECENT REVIEW APPROVAL DATE:  DECEMBER 4, 2018 |
| TITLE:  Lab Follow-Up | | PAGE:  1 of 1 |
| 1. **GENERAL STATEMENT OF POLICY:**   Statement of Purpose: To ensure that all lab reports are received and that lab values are reviewed and properly handled.   1. **SCOPE:** This policy covers Psychiatry. 2. **ADMINISTRATION:**   Process for obtaining lab results for patients   1. Provider places orders in Powerchart for all patients having labs drawn at UMC. Results are forwarded to provider’s inbox and entered into patient’s chart by the lab. Provider will notify the patient of the results 2. For patients having labs drawn at other facilities, a lab slip is completed and given to the patient or faxed to the designated lab. The orders are documented in Powerchart. Upon receipt of the results, they are reviewed by the provider, initialed and sent to Medical Records to be scanned into the patient’s chart. The provider will notify the patient of the results 3. **DISTRIBUTION:** This policy shall be distributed to Psychiatry. | | |