

Seascope Health Alliance

Procedure for Completing Laboratory Requisition Forms

Our phlebotomist is not permitted to perform venipuncture or remove any specimens from your facility without a completed lab form. Please complete each lab requisition form in its entirety taking care to document correct information, including:

- Patient Name;
- Room Number;
- Coordinating Diagnoses Codes;
- Date of Birth;
- Ordering Physician/Authorized Signature;
- Check test requested. If test is not listed on lab req. form, simply document the name of the test in the space provided for additional test(s).

Complete lab log;

Place lab req. form behind lab log under correct date in lab book.

Phlebotomist will draw and/or pick up specimen, document their initials, date and site of draw on lab log. They will leave a copy of lab log and all lab requisition forms in book, under correct date tab, for your reference.