MCINTOSH TRAIL
COMMUNITY SERVICE BOARD

POLICY NO. 2133
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SUBJECT: REPORTING OF TEST RESULTS AND LABORATORY VALUES

EFFECTIVE
DATE: 08-17-09 (replaces 02-09-06)

APPROVED BY:

Reviewed (no changes): 12-13-10 03-21-11

Executive Director

Medical Director

POLICY

It is the policy of McIntosh Trail CSB that critical lab values and test results be reported to the responsible physician or CNS in a timely fashion.

PROCEDURE AND DEFINITIONS:

1. Critical test results:
   For this agency, critical test results or lab values include the following: serum medication blood levels in toxic range, abnormal white blood count and absolute neutrophil values in accordance with Clozapine monitoring protocol; and any lab value which the contract laboratory reports to us as critical according to their reference ranges.

2. For Clozapine, acceptable length of time between ordering of test and receipt of result is found in policy specific to Clozapine.

3. Acceptable length of time between obtaining specimen and review of the results for routine tests is five business days.

4. Acceptable length of time between receipt of critical results and reporting to MD/CNS is three hours. When the ordering MD/CNS is not available, the results will be reported to any other available MD/CNS on the medical staff. Routine test results without critical findings may be reported to MD/CNS within one week.

5. The nurse who receives lab results is responsible for reporting non-routine results to the medical staff.

6. For telephonic reporting of critical test results, verification is obtained by having the person receiving the information "read-back" the complete test result.