

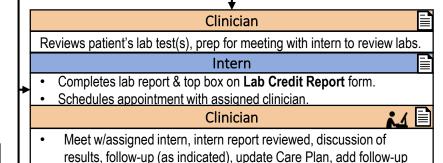
## Quest form (copy) & Lab Requisition form Clinical Compliance Coordinator – Dominga Levin

Patient

Quest form (original)

- Stores Lab Requisition form & Quest form copy.
- Logs into Quest Diagnostics Portal
  - a) download lab tests (final version)
  - b) name the file: first initial, last name (one word).lab.date of procedure
  - c) pull stored lab requisition/Quest Diagnostics copy and verify ordered lab tests received.
- Scans Lab Requisition form- name document first initial, last name (one word).labreq.date of procedure (this date matches the date on the lab test document downloaded from Quest Diagnostic portal).
- Uploads Lab Requisition form & lab result document into Records section of Patient's EHR file.
- Emails Intern and their assigned Clinician notification email (labs received and intern to pick up paperwork for completion of lab interpretation from Dominga) - Intern also directed to bring copy of service slips that shows lab test charges (if applicable).
- Provides Lab Credit Report form to intern to fill out.
- Shreds Quest Diagnostic copy of lab test order.
- Places Lab Requisition form in the assigned Clinician's clinic mailbox.

## Lab Procedure Flow



- Complete Clinical Lab Report credits issued, and indicated followups sign.
- Sandy Pelletier
- Issue credit(s) to intern in EHR.

lab test alert (as Applicable)

Sign Intern Lab Report

- Add credits into Qualls-Clinic Summary spreadsheet.
- Update Lab Follow-up Spreadsheet located at W:\Lab Follow Up

Clinician

Takes forms to CAA office for filing in intern folder.

## Responsible for monitoring completion of lab follow-ups.

Check & review lab spreadsheet.