**Client** **Completion** **of** **Manual** **Test** **Requisition**

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**Background:** Warde Medical Laboratory clients occasionally order tests which are not able to be interfaced. When this occurs, a manual test requisition must be completed and sent with the appropriate sample. The manual requisitions are customized with client account information, and may be printed with a custom test menu per client request.

**Procedure for completion of test requisition:**

1. Client must complete patient demographic information in the shaded area in the upper left of the requisition. To avoid errors, information must be printed legibly. A client label containing all necessary patient information may be placed in the shaded area instead of completing by hand.
2. Patient billing information may be omitted since Warde Medical Laboratory bills the client.
3. Complete specimen source, temperature, and urine volume if needed, in the shaded area across the center of the requisition.
4. Indicate test requested by marking preprinted test in the center of the requisition, or writing test requested at the bottom of the requisition under “other tests”.
5. Remove one of the preprinted numeric labels from the center of the requisition, and place on the labeled specimen container. The label on the container may be handwritten, or from the client LIS, and patient information must match the information on the requisition.
6. Client will keep the third copy of the requisition. Fold the top 2 copies of the requisition, and place in the outer pocket of a Warde specimen bag, and place the specimen in the zip-lock portion of the bag.
7. Place specimen bag at the appropriate temperature for courier pickup.