

# Office Safety Policy & Procedure Manual

2011

## Section D

(Click on the sub-sections to jump to the specific section)

Lab / Consult Review	
OS-D100	<a href="#">Notification</a>
OS-D101	<a href="#">Review of Reports</a>

POLICY NUMBER	OS- D100
POLICY TITLE	<b>Notification</b>
INITIAL EFFECTIVE DATE	10/98
REVISION EFFECTIVE DATE (S)	
DEPARTMENT	Quality Assessment
ORGANIZATION (S)	CCHP, CCHCA
LINES OF BUSINESS	

### **Purpose**

To ensure that the ordering provider is appropriately notified of test results. To ensure that the patient is notified of test results and is informed/advised regarding recommended intervention.

### **Policy**

It is the policy that providers and members are communicated to regarding test results and that intervention is initiated by the provider when indicated.

### **Procedure**

- 1) All test results will be sent to the ordering physician for review within 2 weeks after the completion of the test.
- 2) All test results received will be reviewed and initialed by the provider before being placed in the patients chart.
- 3) Patients will be notified by provider of test results or changes in their treatment plan by telephone, written notice, or in person at their next office visit.
- 4) Panic Level results (potentially life threatening) will be reported by the lab to the provider immediately, and the provider will take immediate appropriate patient intervention action.
- 5) Notification/intervention will be documented in the patient chart.

### **Responsibility/Department Linkages**

Physician(s), nursing and office staff. / Quality Assessment Department

POLICY NUMBER	OS- D101
POLICY TITLE	<b>Review of Reports</b>
INITIAL EFFECTIVE DATE	01/00
REVISION EFFECTIVE DATE (S)	
DEPARTMENT	Quality Assessment
ORGANIZATION (S)	CCHP, CCHCA
LINES OF BUSINESS	

### **Policy**

Diagnostic tests and consultations shall be documented in the medical record

### **Procedure**

- A. The ordering physician has the responsibility for reviewing the results of diagnostic tests and consultations.
- B. Consultations, lab and imaging reports filed in the chart must be initialed by the ordering physician to signify review.
- C. Review and signature by professionals other than the ordering physician do not meet this requirement.

### **Responsibility/Department Linkages**

Physician(s) / Quality Assessment Department