**UCSF Clinical Laboratories**

**MEMORANDUM**

Date:   October 31, 12

To:     All UCSF Providers

From:   T.R. Hamill, M.D.
        Director, UCSF Clinical Laboratories

Re:     Combining Laboratory Test Orders – Across Providers

Many patients at UCSF are seen by more than one provider in the course of their care. Each provider seeing such patients may place one or more lab test orders for them. Therefore, these patients may present to the laboratory draw stations with multiple duplicate and overlapping test orders and this may result in excess sample collection, excess testing and excess billing.

Although the laboratory system does combine orders from a single provider and eliminate duplicates we have not combined orders across multiple providers. After thorough testing we have determined that combining across providers is not only possible but will reduce the problems noted above and is in the best interest of our patients. The CMO, CIO and Apex provider representatives concur that combining across providers should be initiated.

Initiating this combining process will have some minor impacts that providers need to be aware of:

1. The provider on the first order processed will become the ‘Ordering’ provider for the entire set of combined orders and the providers on all subsequently processed orders will be listed as ‘Copy to:’ providers in the lab system
2. This may result in a provider receiving results in his/her in box for tests that he/she may not have ordered. Responding to an abnormal result or results is the responsibility of the provider or providers that actually ordered the test(s), although any provider may respond to the abnormal result.

**Note:** per current laboratory policy and Apex functionality, lab orders will be released & consolidated when the patient presents if:

1. the ‘expected’ date is in the past or is the date the patient presents
2. the expected date has the ‘approximate flag’ set and is ≤ 7 days in the future
3. the interval for a standing order compared to the last time it was collected has elapsed or is ≤ 7 days in the future

The UCSF Clinical Laboratories will initiate combining across providers beginning Wednesday November 7th, 2012. **Of note, it is still preferable that providers review any existing orders for their patients and add themselves as appropriate to existing orders rather than entering duplicate orders.**

If you have questions or concerns regarding this process please contact me at your earliest convenience (352-1723, hamilt@labmed2.ucsf.edu)

Thank you for your cooperation and understanding