

**FAMILY PLANNING PROGRAM****SECTION:** Laboratory Services**POLICY AND PROCEDURE MANUAL****SUBJECT:** Laboratory Form and Documents

**POLICY:** Agencies ordering and conducting laboratory tests will use and complete the proper forms to order tests, will track results of tests and document all pertinent information within the timeframes established by agency policy.

**PROCEDURES:**

1. Medical record forms used
  - a. All tests performed must be recorded on the client's physical exam from under the Laboratory Section, signed/initialed and dated by caregiver. Refer to policy Medical Record Forms, Medical Records Administration (MRA) 2.
  - b. All normal and abnormal test results must be recorded in the client's medical record.
    - 1) When lab results are received by the agency the lab result must be signed/initialed and dated by the agency staff reviewing them.
    - 2) Results of tests must be recorded on the physical exam form where indicated.
    - 3) Procedures must be developed in each agency to manage follow-up of abnormal test results. Refer to policy Tracking Abnormal Physical Examinations and Test Findings, Medical Services Administration (MSA) 12.
    - 4) Results of tests may also be documented on client's progress notes or problem sheet as indicated.
  - c. Results of abnormal laboratory tests must be reported to the advanced practice nurse/physician assistant or physician as soon as possible.
    - 1) Results of tests must be communicated to the client as soon as possible.
2. Laboratory log:
  - a. Laboratory tests performed during each clinic session shall be recorded in a lab log (see appendix for sample lab log.)
  - b. The lab log may be utilized to track abnormal results.
3. State Lab forms:
  - a. Lab tests sent to the State Laboratory, Division of Microbiology, must be accompanied by the complete lab request form SFN 16115 rev.08/2009.

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4. Other laboratory forms:
  - a. Completed request forms as provided by that agency must accompany tests sent to other laboratories, such as Pathology Labs.
5. Labeling samples:
  - a. All samples must be labeled with the client's names and/or medical record number and date.
  - b. Pencil is used to label the frosted slides for the Pap smears.
  - c. Pens are used to label all specimens.
  - d. All labels must be placed on the specimen container(s) not on the lids.
  - e. Specimen boxes with known substances of HIV, Chlamydia, gonorrhea, and syphilis must be labeled as infectious. Diagnosis screening substances do not have to be labeled as infectious.
  - f. All specimens and packages must be boxed and labeled correctly.

**Reference:**

1. Program Guidelines for Project Grants for Family Planning Programs, January 2001, Section 8.3, History, Physical Assessment, and Laboratory Testing.

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