



UNC
HEALTH CARE

MEMORANDUM #87

TO: UNC Hospitals Attending Physicians, Housestaff, Department Heads, Nursing Coordinators, Supervisors, Inpatient Pharmacy Services, and Core Laboratory Staff

FROM: Catherine Hammett-Stabler, PhD, Director, Core Laboratory *CS*
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DATE: October 7, 2009

SUBJECT: **Notification of Cancelled Laboratory Tests**

The following policy was approved by the UNCH Medical Executive Committee in September and has been implemented by the Core Laboratory to provide notification of cancelled laboratory tests:

1. **UNC HOSPITALS INPATIENT UNITS AND CAMPUS BASED OUTPATIENT CLINICS.**
 - a. **STAT TEST CANCELLATION**
Unit personnel will be notified by telephone of test cancellations for all stat tests. Documentation of the cancellation will also be made in the electronic patient record.
 - b. **ROUTINE TEST CANCELLATION**
Notification of cancelled routine tests will be made in the electronic patient record. Telephone notification will not be made.
2. **UNCH OUTREACH LOCATIONS**
 - a. Outreach locations will be notified by telephone of test cancellations for all tests. Documentation of the cancellation will also be made in the electronic patient record. Cancelled testing identified after 10:00 p.m. will be called at 8:00 a.m. the following day.
3. All test cancellations will be recorded in the patient record by cancellation of the laboratory test in the laboratory information system. The patient record will include the reason for test cancellation
4. Documentation consisting of the person notified, time, and date will be maintained in the laboratory information system.

This policy follows recommendations and regulations of our accrediting agencies. We appreciate your cooperation. Please contact the Core Laboratory (966-2361) if you have any questions.