

Geetha M. Reddy, MD, FACC

Procedure: Lab Results For Patients

All employees that are involved in chart preparations for patients in the office need to have clear understanding of how to obtain lab results. Our internal policy for this is as follow:

- When order is given to patient for blood work a front desk person has to ask where patient will have it done and noted on the copy of the order
- At the same time patient should be advised that labs need to be done one week prior to scheduled follow up appointment

Charts should be pulled out one week before appointment time. Person preparing chart needs to check last progress note in patient chart to see what orders were written by Dr. Reddy as well as should check copies of orders in the chart. When orders are verified person preparing chart should take following steps:

- Laboratory listed on the order should be contacted to obtain the results one week prior to office visit.
- If labs are not found listed laboratory should be checked once more 3 days before appointment.
- If labs are still not available patient should be contacted immediately to reschedule their follow-up visit.