

General Guidelines for Manual Requisition Completion

General Information

- ❖ Requisitions **MUST** have demographics and details in **bold** below:

Required	Demographic Information
Yes	Patient name (Last, First, Middle initial, if available)
Yes	Identifying number (1): Medical Record Number (MRN), Financial Information Number (FIN), Social Security Number (SSN)
Yes	Patient date of birth
Yes	Sex
Yes	Ordering provider name & address
Yes	Billing instructions <ul style="list-style-type: none"> • Client bill • Fee for service • Bill insurance, Medicare or patient account
Yes	Diagnosis code (required for all Medicare patients)
Yes	Specimen collection date & time
Yes	Specimen source , where applicable for microbiology, surgical pathology and cytopathology
Yes	Requested test(s) – use “x” in corresponding requested test box instead of check marks.
Yes	Last menstrual period (gynecologic specimens only)
No	Time of last medication & dose
No	Specimen information
No	Other information as detailed by test-specific guide
No	Hours of fasting
No	Advance Beneficiary Notice (must be signed and submitted in certain cases for Medicare)

Expediting Lab Results

When requesting a STAT and/or expedited lab result, follow the steps below:

- ❖ STAT test list may be found at : http://iuhealth.org/images/uploads/stat_testing.pdf
- ❖ Check the STAT box at the top of the requisition
- ❖ Place the STAT sample(s) in a red STAT specimen bag along with the requisition. Fold the requisition and place in the pocket of the STAT bag so that the STAT checked box can be easily seen.
- ❖ If requesting a call with results, place a callback number in the “*Phone Results to*” block.

Requisition Examples

For requisition ordering information, call Laboratory Customer Care at (317) 491-6000 or (800) 433-0740. See <http://iuhealth.org/health-professionals/pathology-laboratory/requisitions1/> to print a requisition and to see a complete list of specialty requisitions.