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Policy on Standing Orders

To: Director of Nursing, Assistant Director of Nursing, and Nursing Staff

Subject: Procedure for Managing Standing Orders

Purpose:

This policy outlines the procedure for handling standing orders, ensuring that recurring tests are performed as required and that cancellations are properly documented.

Procedure:

1. Initiating Standing Orders:

- **Order Generation:** Once a standing order request is initiated, a preprinted order will be mailed by the following month if the due date falls within that month (for orders with a frequency of monthly or less). For orders with a frequency greater than monthly, the order will be generated and mailed for the next due date within that specific month.
- **Late Initiation:** If a standing order is initiated after the 20th of the month with a frequency of monthly or less, one-time orders will need to be generated for the remainder of that month as well as for the following month.

2. Stopping a Standing Order:

- **Cancellation Process:** To cancel a standing order, a request can be handwritten on the received order form and left in the lab book for the phlebotomist to collect. It is important to make the note noticeable and clear, e.g., "Standing Order Cancelled."
- **Automatic Cancellation:** If the lab is notified that the patient has expired, all standing orders on file will be automatically cancelled.

3. Stipulations:

- **Daily Orders:** Daily standing orders are not performed.
- **Test Type Restrictions:** Standing orders are not available for non-blood tests or timed tests.
- **Order Distribution:** Preprinted standing orders are generated on the 20th of each month and mailed out via UPS to the Director of Nursing. These forms must be placed in the unit's lab book under the appropriate due date.
- **Form Completion:** The forms should be signed by the appropriate staff member, and a diagnosis should be either circled or handwritten on the form.

4. Handling Missed or Pending Orders:

- **Pending Notices:** If a standing order is not performed and has not been officially cancelled, a "Pending" notice will be sent to the facility via fax. The facility should either place the pending order in the lab book for collection or cancel/revise the due date and fax it back to the Standing Orders Department.

5. Requesting a Summary of Orders:

- **Trash Run Request:** If a facility wishes to receive a summary or "trash run" of the standing orders on file, they may request this from our Standing Orders Department.

Contact Information:

- **Support:** For any questions or additional support, please contact our Standing Orders Department at standingorders@aculabs.com.