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## **Policy on Scheduling Timed Tests**

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

**Subject:** Procedure for Scheduling Timed Blood Draws

### **Purpose:**

This policy provides guidance on scheduling blood draws that require specific timing to ensure accurate test results. Timely scheduling and communication are essential for the accuracy of these tests.

### **Procedure:**

#### **1. Scheduling Timed Tests:**

- **Advance Notice:** Blood draws that require precise timing, such as trough levels and Tacrolimus (Prograf), must be scheduled at least 24 hours in advance. This applies even if the test falls on your facility's routine service day.
- **Information Required:** To coordinate the timing of the phlebotomist's visit, please provide the following information:
  - **Medication Administration Time:** The time at which medication is administered.
  - **Patient Availability:** For timed tests where the patient is only available within a specific window, advance notice is required.

#### **2. Types of Timed Tests:**

- **Medication Levels:** Tests such as trough levels and Tacrolimus (Prograf) that have specific timing requirements.
- **Patient Availability:** Any test that must be conducted at a precise time due to the patient's availability.

#### **3. Coordination and Accuracy:**

- Ensuring that timed tests are scheduled with the appropriate lead time allows us to dispatch phlebotomists at the correct time, which is crucial for producing accurate test results.

#### **4. Contact Information:**

- To schedule timed tests or if you have any questions, please contact our scheduling team at 732-777-2588.

We appreciate your cooperation in ensuring that timed tests are scheduled with adequate advance notice and all required information is provided.