



ADD ON LABS

The workflow for “ADD ON” labs is as follows:

- The MD writes an order for “**ADD ON**” labs.
- In addition to the OSP (Order Sessions Print) being generated
 - **a requisition prints** (the *regular* lab req) &
 - **a notice prints** (that displays *******FAX TO LAB*******)
- The **notice** is ***signed and dated*** with the original blood draw time AND ***FAXED TO THE LAB*** (same process as before POE)
- The **requisition** can be *put in the shredder* as it is NOT needed (as you are NOT sending blood to the lab)
- The notice that was faxed should be placed in the recycling bin.

**DO NOT SEND ANY PAPERWORK TO THE LAB VIA TRANSPORT.
FAX the NOTICE to lab only once.**