

## PLM Independent Phlebotomy

### Job Aid: Processing Patients with Requisitions Requesting Standing Orders

Standing orders are those requests on the laboratory requisitions that instruct the patient to return for repeat testing at defined intervals (e.g. Collect weekly). As the original laboratory requisition is being returned to the patient and will expire one year from date of issue, it is important to clearly indicate the expiry date on the requisition.

The independent phlebotomist must follow the process as indicated below:

1. Review the requisition and identify the date of issue and the expiry date.
2. If the requisition has expired, (greater than one year from date of issue) do not collect. Write or stamp “Expired” on the requisition. Return to the patient and advise that they must return to their healthcare provider who will determine if a new requisition will be issued.
3. If an expiry date has previously been added to the requisition and the requisition is less than one year old, proceed to Step 5.
4. If the expiry date is not indicated on the requisition: stamp or write “EXPIRY DATE” and write the date of expiry. If the requisition does not indicate a date of issue, the current date will become the date of issue to determine the expiry date.
5. If this collection is the last interval as indicated by the standing order: advise the patient and proceed with the collection. Use the original requisition with the collection. If the patient must return, proceed to Step 6.
6. Photocopy the patient’s original requisition (which now indicates the expiry date). Use the photocopy with the current collection and return the original to the patient.

**Note:** The copy must be made prior to collection leaving the original requisition unchanged except for the addition of the expiry date. It is the responsibility of the Independent Phlebotomist to have access to a photocopier/scanner. Making a copy by hand or keeping the original requisition on file is not permitted.

7. Explain to the patient they must bring their original requisition back with them each time they return for collection until the standing order is completed. Provide the patient with a copy of **PLM Instructions for Patents with Requisitions Requesting Standing Orders**.
8. Proceed with the collection.