1. PURPOSE:

1.1. This procedure provides instructions for handling laboratory test add-ons at Northwell Hospital Laboratories to ensure orders are processed in a timely manner and billed accordingly.

2. POLICY:

- 2.1. The laboratory only performs testing ordered by a license physician or licensed healthcare provider who is qualified to order diagnostic services by state specific guidelines or for other specified purposes).
- 2.2. Testing may be added to specimens electronically in EPIC using the order "Lab Add On" or on the Hospital Laboratory Requisition Form.
 - 2.2.1.Lab Add-On cannot be ordered on specimens that have not been received by the laboratory.
- 2.3. The laboratory is responsible for determining if the specimens received in the laboratory meet all criteria for testing.
 - 2.3.1.Requests for add-ons will be rejected if the specimen received does not meet the collection or testing requirements.
 - 2.3.2. See Test Cancellation Protocol.

3. PROCEDURE:

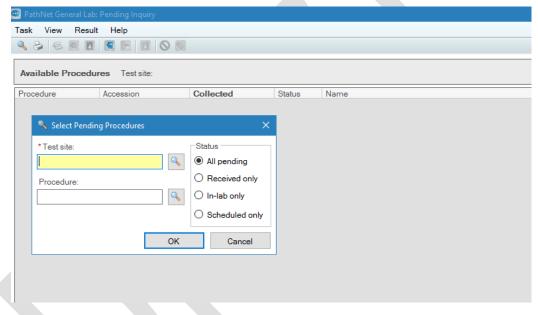
3.1. Order Lab Add On (instructions for the provider):

- 3.1.1. The ordering provider will check in EPIC for the collection status of the patient's existing orders.
- 3.1.2. If the specimens have been received by the laboratory, order "Lab Add On" with priority "STAT"
- 3.1.3. Free-text the tests needed into the comment field.
- 3.1.4. Activate the collection and print the laboratory label on the designated label printer located in the laboratory.

3.2. Receiving and Accessioning Lab Add On Orders (instructions for laboratory staff):

- 3.2.1. Laboratory staff will retrieve the Lab Add On label from the designated Lab Add On label printer.
- 3.2.2. Log in the Lab Add On in Cerner.
- 3.2.3. Review the Free-Texted request in the order comments.
- 3.2.4. Follow manual order entry protocol to order the tests indicated.
- 3.2.5. Update collection time to the collection time of the original specimen collection.

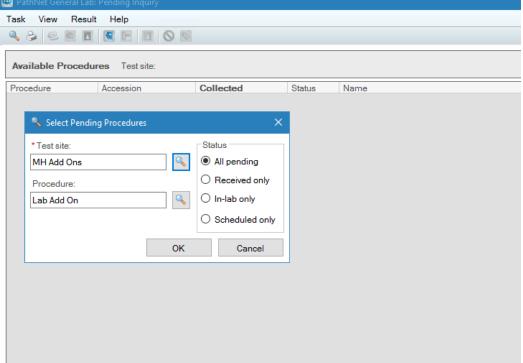
- 3.2.6. Locate the specimen container appropriate for the Lab Add On request.
 - 3.2.6.1. If the specimen does not meet collection or integrity criteria follow Test Cancellation Protocol.
- 3.2.7. Open the Lab Add On order and enter done once the orders have been successfully placed.
- 3.2.8. Label the specimen tube with the new Cerner labels.
- 3.3. Deliver the specimen to the performing section of the laboratory.
- 3.4. Monitoring Lab Add On Orders (instructions for laboratory staff):
 - 3.4.1. Laboratory staff will monitor Lab Add On orders using Cerner Millennium
 - 3.4.2. Open the Pending Inquiry App.



3.4.3. Select your Test site and select "Lab Add On" in the Procedure field.

PathNet General Lab: Pending Inquiry

Task View Result Help



- 3.4.4. Select Status: "All Pending" and click "OK".
- 3.4.5. Reconcile all Lab Add On orders.

4. REFERENCES:

4.1. Regulatory Agencies: CAP, NYSDOH, AABB, FDA

5. RELATED DOCUMENTS:

- 5.1. EPIC Rover Protocol PPID
- 5.2. Cerner ORV
- 5.3. Test Cancellation Protocol

6. DISTRIBUTION LIST:

6.1. Laboratory Staff

7. REVISION/VERSION HISTORY:

Revision No.	Date	Additions/Amendments
1	12/23/24	New.
1.2	12/26/24	Added step to include adjusting collection time. Added steps to monitor Lab Add On pending list.

