NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE

SUBJECT: DOCUMENTATION OF LAB WORK

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ORIGINAL DATE: 01/12/94

REVIEW/REVISE DATE: 04/23/98, 03/21/02, 04/07/05, 07/3/08, 4/21/11

APPROVAL: Rosalyne Reynolds {s} , Agency Director

I. PURPOSE

The purpose of this policy is to provide guidelines for the documentation of lab work.

II. POLICY

It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) that the status of lab work will be documented by nursing staff and laboratory personnel to provide for communication between clinicians and prevent unnecessary retesting for consumers.

III. PROCEDURE

- 1. Nursing staff will document lab specimens collected by nursing staff.
- 2. The laboratory personnel will document lab specimens that they obtain. They will also document the receipt of specimens collected by physicians and nursing staff.

- 3. The medical record entry indicating that a lab specimen was collected will be written in a one-line format in the progress notes.
 - a. The note must state the type of lab specimen drawn or collected, or the reason it was not drawn or collected, i.e., consumer refused to give urine or consumer refused to have blood drawn.
 - b. Each entry must be dated, timed, and signed by the person collecting the lab specimen, or the person receiving the consumer's refusal.