

# Bulletin



Bulletin Number <b>4454</b>	Date <b>July 23, 2007</b>	Direct inquiries to Ministry of Health and Long-Term Care Processing Sites  (address below)
Distribution <b>Physicians, Hospitals, Clinics and Laboratories</b>		

## Subject: Laboratory Requisitions

The Ministry of Health and Long-Term Care is implementing changes to the content and layout of the OHIP Laboratory Requisition Form (4422-84). A blank copy of the revised form is attached for your information. The changes are designed to improve the clinical utility of the form as well as for patient safety reasons.

### Patient safety initiatives

- The name on the requisition must appear exactly as on the Health Card.
- Patient telephone contact # is required for neonatal bilirubin to ensure the timely delivery of urgent and critical results. The child's age in days as well as hours is also required.
- To accurately determine whether the therapeutic drug is at its trough or peak, the requisition has been modified to include a section to record the time collected, time of last dose and the time of next dose. The requisition contains spaces for information for up to 2 drugs. If more than 2 drugs are to be tested, the names of the additional drugs and the times collected, times of last dose and times of next dose must be recorded in the "Other Tests" section of the requisition.
- Tests to be performed in the Ontario Public Health Laboratory (OPHL) system must be ordered on the OPHL requisitions. This will prevent transcription errors, and ensure that the clinical information required to effectively process the specimen is recorded.
- Contact your local OPHL for blank copies of the OPHL requisitions.

### Facilitate clinician ordering and report delivery

- Tests have been re-grouped to facilitate clinician ordering.
- A section for "Copy to" information has been added to facilitate the delivery of reports copied to other clinicians. To prevent privacy breaches, at least two clinician identifiers for the copied to clinicians must be included on the requisition.
- A space on the requisition has been added to meet the Ontario Laboratory Accreditation requirement to record the date and time of specimen collection.
- The laboratory requisition must be signed and dated in the lower left hand corner.

Processing Sites			
<b>Hamilton</b> 119 King Street West, 10 <sup>th</sup> Floor P.O. Box 2280, Stn A L8P 4Y7	<b>Kingston</b> 1055 Princess Street, Suite 401 P.O. Box 9000 K7L 5A9	<b>London</b> 217 York Street, 5 <sup>th</sup> Floor Station A N6A 5P9	<b>Mississauga</b> 201 City Centre Drive Suite 300 L5B 2T4
<b>Oshawa</b> Executive Tower, Oshawa Centre 419 King Street West P.O. Box 635 L1J 7J2	<b>Ottawa</b> Fuller Building 75 Albert Street K1P 5Y9	<b>Sudbury</b> 199 Larch Street Suite 801 P3E 5R1	<b>Toronto</b> 47 Sheppard Avenue East Suite 505 M2N 7E7

**For those practitioners who use laboratory requisitions generated using a Clinical Management System (CMS), only an exact replica of the OHIP requisition form will be accepted.**

**CPSO/ Registration Number**

In the CPSO/Registration number field, enter your registration number from your professional college (for physicians this is the CPSO number).

The Ministry is using the CPSO/ Registration number to assist laboratories in converting and managing the correlation between the Clinician/Practitioner Number and Professional Registration number for each practitioner. This correlation is being done to positively identify health care practitioners for the Ontario Laboratories Information System (OLIS) and other future electronic health care applications.

**Other Changes**

<b>Biochemistry</b>	<b>Hematology</b>	<b>Microbiology</b>
<p><b>The following tests have been added:</b></p> <ul style="list-style-type: none"> <li>• HbA1c</li> <li>• TSH</li> <li>• CK</li> <li>• ALT (SPGT) replaces AST (SGOT)</li> <li>• Vitamin B12</li> <li>• Albumin</li> <li>• Albumin/Creatinine Ratio, urine (Microalbumin)</li> <li>• Ferritin</li> <li>• Neonatal bilirubin (see safety issue under Patient Safety Initiatives)</li> <li>• Hepatitis C</li> </ul> <p>Note: When chronic hepatitis is checked, a Hepatitis C test will be performed.</p> <p><b>The following test wording has been changed:</b></p> <ul style="list-style-type: none"> <li>• Lipid Assessment-when ordered, test for dyslipidemia will be performed. This includes HDL-C, Cholesterol, Triglycerides, calculated LDL-C &amp; Chol/HDL-C ratio (Individual lipid tests may be ordered in the "Other Tests" section of this form.)</li> <li>• Creatine changed to Creatinine (eGFR)</li> </ul> <p><b>Test Location change</b></p> <ul style="list-style-type: none"> <li>• Hepatitis testing is now located on the right hand side of the requisition.</li> </ul>	<p><b>The following test wording has been changed:</b></p> <ul style="list-style-type: none"> <li>• Prothromb. time changed to Prothrombin time (INR)</li> <li>• CBC replaces Blood Film Exam, Hemoglobin, W.B.C count, Hematocrit,</li> </ul>	<p><b>The following tests have been added:</b></p> <ul style="list-style-type: none"> <li>• Vaginal/Rectal Group B strep</li> <li>• Fecal Occult Blood</li> </ul> <p><b>The following test wording has been changed:</b></p> <ul style="list-style-type: none"> <li>• Stool Ova and Parasites</li> <li>• Chlamydia (specify source):</li> <li>• GC (specify source)</li> <li>• Wound (specify source):</li> <li>• Other swabs changed to Other Swabs and Pus (specify source):</li> </ul>

### Internet Availability of Requisitions

- The revised requisition and order form will be posted August 1, 2007, on the Ministry's internet site, <http://www.health.gov.on.ca>. It will be available as a fill-and-print form for your convenience. Your office may print blank stock, customize the forms with your information prior to printing or complete the form on-line with your information as well as the patient and lab test information. Please note that at this time, information keyed into these fill-and-print forms cannot be saved as electronic files.
- For a complete list of professional forms available on the internet and information on how to view, fill and print, go to the website noted above, and click on "Health Care Provider", "Forms Online", "Forms Catalogue", "Ontario Health Insurance"(OHIP), and scroll down to view the complete list.

### Printed Requisitions

- Any requests for OHIP Laboratory Requisitions forms after July 31, 2007 will be filled with the new forms. If you have a stock of old forms on hand, you may continue to use them until the supply is exhausted. As Data Group produces the forms on demand there will be no stock of old forms after the implementation date.
- The requisition will continue to be supplied to you with your personalized information printed on them by the same vendor you have been dealing with for a number of years.

The current procedures for ordering supplies remain the same. The delivery standard is 3 business days from the date of receipt of your order by the supplier. The Request for Laboratory Requisition forms may be sent using one of the following methods:

Fax	(905) 793-4192
Mail or Courier	Data Group of Companies Claim Card/Lab Requisition Order Desk 9195 Torbram Road Brampton, ON L6S 6H2
Telephone (9:00 am – 5:00 pm)	(905) 791-3480