



Bassett Healthcare Network

Memorandum

To:

From:

Re:

Date:

Your patient presented to the Bassett Network Laboratory located in _____, N.Y. with a paper order that is missing information required by the New York State Department of Health.

The following item (items) is (are) needed before we can complete the collection process:

_____ The order was not signed by the ordering practitioner. New York State requires all laboratory orders be signed by an enrolled physician or enrolled qualified practitioner (cannot be signed by a Registered Nurse, Medical Office Assistant, etc.)

_____ There are not 2 unique patient identifiers on the order. Please provide a new order with the patient's full legal first and last name and date of birth.

_____ Date that the order was written for the patient (future orders cannot exceed 1 year, standing orders cannot exceed 6 months and must include frequency and duration).

_____ Frequency is not present on order.

_____ Test and/or priority (if other than routine) is not present on order.

_____ Diagnosis was not provided for each test ordered.

Once the missing information is added to the order, please fax the corrected requisition to the lab at

_____.

Thank you,

5/11/2023