Laboratory Order Types – When to use what?
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Have you ever had a Lab order mysteriously disappear? Ever requested a test when blood is already in the Lab, and then discover, to your horror, that the test did not get performed? What is the difference between a ‘routine’ order, a ‘future’ order and a ‘standing’ order?
All these questions answered and more… read below!

ROUTINE Orders – Use this collection priority when entering lab orders to be collected:
• on the same date of service as their clinic visit
• when lab orders are intended for a specific date
Notes: Only Routine orders that have NOT been collected on the requested date will be automatically canceled after 48 hours.

FUTURE Orders – Use the order detail option “Order for future visit? - Yes” when entering lab orders for patients returning for labs at a future date and time. Future orders are not attached to any particular encounter as they will “float” across accounts until activated. Orders are activated when the patient returns for a clinic or lab-only visit by first selecting that day’s encounter and then each order is marked as “Activate”.
When Future Orders are placed, there are two order details that must be completed:
• The approximate or anticipated date of arrival must be entered as the Requested Date and Time. Do not leave the default date/time.
• The order detail prompt “Order for future visit?” must be answered as “Yes”
Notes: Your patient may have Laboratory orders from other clinics or providers. When a patient presents with Future Orders, ALL Future and Routine orders will be performed and completed.

STANDING Orders – Use the orderable “Standing Order – Lab” to request recurring lab orders. Standing orders are valid for a maximum of up to 6 months. This order can be used repeatedly until the expiration date.
When Standing Orders are placed, there are three order details that must be completed:
• Person to Notify – include both the intended provider and the provider’s phone number/fax
• Expiration Date – enter the expiration date of the recurring order. This can be modified as appropriate up to 6 months
• Test(s) requested – include all tests and any specific instructions, such as the frequency of the order or fasting status
Notes: Multiple Standing Orders may be confusing. Please attempt to consolidate and provide as much detail as possible. Standing Orders do not automatically cancel. Please discontinue when no longer needed.

ADD ON TEST – Use the orderable “Add on Test” to request additional tests to be performed on blood that is already in lab. First contact the Lab to verify that the appropriate sample is available and that the quantity is sufficient. DO NOT order the actual test(s).
When an Add on Test is ordered, there are two order details that must be completed:
• Date and time of original sample – enter the collection date and time of the sample
• Test(s) requested – enter the test name(s) that you want to be performed
Notes: When ordering add on tests, DO NOT order the actual test(s), use the “Add on Test” orderable. Only use the Add on Test orderable after confirming with the lab that there is a viable specimen available in the lab.