

Pulmonary Diagnostics: Service Standard for Appointments, Requisitions & Test Results

Site Applicability:
St. Paul's Hospital Mount Saint Joseph Hospital
Scope:
Pulmonary Diagnostics Staff
Requirements:
<p>Prescribed standards of service will be adhered to for all appointments/bookings, requisitions/requests, and test results.</p> <p>Testing will only be performed when requested by authorized individuals (physicians, nurse practitioners).</p> <p>Referring providers/offices requesting tests must be notified if tests are cancelled by the pulmonary function lab.</p>
Need to Know
<p>When performing pulmonary function testing, the Respiratory Therapist should perform the test that is marked on the requisition, even if it is contradictory with the appointment booked.</p> <p>If there is any reason to believe that an error is associated with a booking/appointment, pulmonary diagnostics staff should extend the courtesy of clarifying with the referring provider/office. If this is not possible, follow the marked test on the requisition.</p> <p>If a patient arrives for drop-in spirometry with an incomplete requisition, the pulmonary diagnostics staff will make an effort to contact the referring provider for direction/clarification. If this is not successful, testing will be deferred until the requisition has been corrected.</p>
Procedures:
Written Requisitions <ul style="list-style-type: none"> • Outpatient appointments will be made upon receipt of a fully completed and signed pulmonary diagnostics requisition. • Requisitions will be returned to the requestor/requesting office as incomplete if any of the following is missing or illegible:

- Patient information (i.e. PHN, DOB, First Name, Last Name)
- Test selection
- Diagnosis
- Physician Signature
- General Practitioners and Nurse Practitioners may order any test on the requisition excluding the “Specialist Only” Section

Electronic Requisitions

- Tests ordered electronically (i.e. via CST Cerner) are directly assigned to patients through their electronic medical chart (PowerChart). Electronic requisitions will therefore already include patient information/unique identifiers. Requestors must ensure the following information is also provided:
 - Scheduling location preference
 - Scheduling priority preference (i.e. routine, urgent, STAT, etc.)
 - Reason for exam/diagnosis
 - Inpatient vs. outpatient scheduling preference

Verbal Requests

- Pulmonary diagnostics staff may take verbal requests for pulmonary function lab services for the purpose of “holding” a PF testing appointment for an urgent referral.
- Testing will not proceed for the patient until a signed and fully completed pulmonary diagnostics requisition or electronic order has been received by the lab.

Incorrect Test Results

- If testing or reporting errors are found, corrections will be made to the test report.
- The corrected test report will be reviewed by a Respiriologist for re-interpretation. The Respiriologist who interpreted the original test should also interpret the revised test where possible.
- For non-CST Cerner referrers/offices:
 - A copy of the corrected/revised report will be sent to the referring provider. The report must clearly indicate that this is a revised report and that it is replacing the previous version received on “___” date*.
*date original test occurred on
 - Any revised reports sent out will be followed by a phone call to ensure the revised report has been received. Confirmation is to be documented in the patient’s medical record.

- Any incorrect test results must also be corrected/revised in CST Cerner. Pulmonary diagnostics staff will contact Health Information Management (HIM) to ensure incorrect documents are identified and marked as “in error”. The revised/corrected report will then be provided to HIM.

References:

Diagnostic Accreditation Program: Accreditation Standards Pulmonary Function
<https://www.cpsbc.ca/files/pdf/DAP-AS-Pulmonary-Function.pdf>

APPROVALS			
<i>Professional Practice Leader</i>			<i>Nov 7 2023</i>
DEVELOPERS/OWNER			
<i>(e.g. Developer Team Members)</i>	<i>Respiratory Therapy</i>		<i>Nov 7 2023</i>
REVISION HISTORY			
Revision#	Description of Changes	Prepared by	Effective Date
<i>00</i>	<i>Initial Release</i>		<i>Nov 1 2015</i>
<i>01</i>	<i>Revision</i>		<i>Aug 30 2017</i>
<i>02</i>	<i>Revision</i>		<i>Nov 14 2023</i>