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| **Subject:** | Physician Standing Orders (PRN) | | | **Origin Date:** | 4/16/1996 | |
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| **Review Date:** | | | 6/11/2021 | **Revision Date:** | | 6/98, 7/2002, 5/2004, 7/2005, 1/2009, 3/26/2014, 5/7/14,3/18/2016,6/7/2017 |
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| **Regulatory References:** NYSDOH Title 10, Subpart 58-5.4 | | | | **Cross References:** | | |
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**POLICY & DEFINITION**

Physicians and other authorized persons may provide a standing order for laboratory tests to be performed on a regular basis. Such orders must be for the same test(s), examination or analysis and specify the frequency and/or dates the procedures are to be performed.

The order must include all elements of a typical laboratory order, that is, patient’s full name, date of birth, physician signature and address, and appropriate medical necessity (ICD) codes.

1) **Standing orders or PRN’s** are valid for a maximum of six (6) months.

* According to New York State Department of Health, Title 10, Subpart 58-5.4, Physicians or other authorized persons may provide a standing order for a test to be performed on a regularly scheduled basis. Such orders must be for the same test(s), examination(s), analysis or analyses and specify the frequency and/or dates the procedures are to be performed.

2) The patient is responsible for keeping the order, if on paper, and presenting it when testing is needed.

3) When the patient presents with a paper standing order for the first time, the laboratory will stamp the order with a reminder to the patient that the order expires in 6 months from the date written. It will be the responsibility of the patient to request a renewal of the standing order from the provider’s when it is due to expire.

4) Each time a patient presents for testing, the registration clerk will make a photocopy of the order and return the original order to the patient.

5) Patients will be provided with verbal instruction explaining the PRN procedure when presenting their first order.

6) When the order expires, the patient will be responsible for contacting the physician to request a renewal if appropriate. The renewed order should be given to the patient, not to the laboratory.

6) Routine lab orders are good for one (1) year. This is only a recommendation from NYSDOH, not a regulation. While there’s a definite regulation from the State for Pharmacy, there is not one for the lab. Therefore, it is our policy to only accept orders only that have been written **within the last year**.

**Electronic Authorizations:**

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