

# LAB DOWNTIME ORDERING FORM:

Place Patient Label Here  
OR Print Patient's Full Legal Name, DOB, and MRN

Patient Name: Last \_\_\_\_\_  
First \_\_\_\_\_ MI \_\_\_\_\_  
DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ MRN \_\_\_\_\_

Room number: \_\_\_\_\_

Ordering Provider (First and Last Name, **PLEASE PRINT**):  
\_\_\_\_\_

If Lab is needed to collect specimen, write the requested date/time for the sample to be collected:  
\_\_\_\_\_

**PRIORITY:**

- STAT     TIMED     ROUTINE     ADD-ON

**CHEMISTRY:**

- LAB47 Ammonia
- LAB48 Amylase
- LAB131 AST (SGOT)
- LAB50 Bilirubin, Total
- LAB106 BNP
- LAB144 HCG Screen, Serum
- LAB149 CRP Non-Cardiac
- LAB95 Lactic Acid
- LAB99 Lipase
- LAB103 Magnesium
- LAB113 Phosphorous
- LAB114 Potassium
- LAB2279 Troponin
- LAB46 Alcohol/ETOH
- LAB1831 BOHB
- LAB62 CK, Total
- LAB43 Acetaminophen
- LAB34 Salicylate
- LAB12876 ROM
- LAB278 FFN
- LAB12835 Procalcitonin

**BLOOD BANK:**

- LAB276 Type and Screen
- LAB895 ABORh
- LAB278 Antibody Screen
- LAB2244 ABORh (<4months)
- LAB892 Neonatal Workup
- LAB647 Transfusion Reaction
- LAB2227 Platelet # \_\_\_ of units.
- LAB15008 PRBC # \_\_\_ of units.
- LAB9004 Plasma # \_\_\_ of units.
- LAB2249 DAT (IgG)
- LAB2248 DAT (Complement)

**OTHER/MISC LABS:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PANELS:**

- LAB15 BMP
- LAB17 CMP
- LAB16 Electrolytes
- LAB20 HFP
- LAB2478 Lipid

**HEMATOLOGY:**

- LAB293 CBC w/ Diff
- LAB294 CBC w/ No Diff
- LAB753 H&H
- LAB301 Platelet Count
- LAB1788 ESR
- LAB90 A1C
- LAB210 Body Fluid Cell Cnt/Diff
- LAB212 CSF Cell Cnt/Diff
- LAB296 Retic Count

**URINE:**

- LAB403 Ketones, Urine
- LAB12489 pH, Urine
- LAB13048 Specific Gravity, Urine
- LAB347 UA dipstick only
- LAB348 UA with microscopic
- LAB2480 UA w/Micro, C&S if Ind
- LAB437 Urine HCG
- LAB500 Drugs of Abuse screen
- LAB420 Urine Osmolality

**COAGULATION:**

- LAB2396 Heparin, anti-Xa
- LAB12395 DIC Panel
- LAB313 D-Dimer
- LAB314 Fibrinogen
- LAB320 Prottime/INR
- LAB325 PTT
- LAB318 Platelet Function assay
- LAB3510 Platelet Inhib, P2Y12
- LAB13137 Platelet Inhib, Aspirin

**MICROBIOLOGY:**

- LAB25371 Covid, Flu A/B by NAAT
- LAB25372 Covid, Flu A/B, RSV by NAAT
- LAB23732 Influenza & RSV by NAAT
- LAB13379 RSV by NAAT
- LAB1369 Strep A by NAAT
- LAB877 Culture, AFB Smear
- LAB462 Culture, Blood
- LAB269 Culture, Body Fluid, Sterile, Smear, with Anaerobes
- LAB268 Culture, CSF, Smear
- LAB20400 Culture, Ear, Smear
- LAB2310 Culture, Eye, Smear
- LAB2312 Culture, Fungus, Smear
- LAB228 Culture, Respiratory, Lower, Smear
- LAB898 Culture, Tissue, Smear, with Anaerobes
- LAB239 Culture, Urine
- LAB503 Culture, Wound, Smear with Anaerobes
- LAB779 Cryptococcal Antigen
- LAB3015 Cryptococcal Antigen, CSF
- LAB917 Herpes Simplex Virus, NAAT
- LAB24329 Men/Encephalitis Panel, NAAT, CSF
- LAB1836 MRSA NAAT
- LAB1307 Respiratory Pathogen Panel, NAAT
- LAB24176 Stool Pathogens, NAAT, 3 to 5 Targets
- LAB24937 C. difficile NAAT reflex Ag
- LAB7080 C. trachomatis, N gonorrhoeae, T vaginalis NAAT
- LAB1376 C. trachomatis, N. gonorrhoeae NAAT
- LAB23057 COVID-19 NAAT

**DOWNTIME PROCEDURE:**

**Ordering:**

1. **COMPLETELY** fill out this form for all lab orders occurring during downtime. Verbal orders will NOT be accepted.
2. All recurring orders, including those already ordered in Epic, will need to be placed on individual downtime forms for each occurrence and sent to the lab.
3. Keep the carbon copy page of this ordering form for the floor to keep track of lab orders. Send the original to lab.
4. In the case of an extended downtime, send only the current day's orders to the lab. All orders for the next days AM labs should be sent to the lab via the tube system between 2100 and 0000.

**Specimen Labels:**

1. If specimens are being sent alongside this ordering form, be sure they are labeled with generic patient chart labels.
2. If generic patient chart labels are unavailable, handwritten labels with the patient's full name, date of birth, and MRN are acceptable.

**Results:**

1. If functional, Lab will print results to the unit printers, results will be faxed or tubed if printers are not functional.
2. Lab will enter orders and results for all testing done during downtime, once the downtime is complete. Orders and results will not appear in EPIC until downtime recovery is complete. This may take several hours, depending on length and severity of the downtime event.

This form will be treated as a written order and scanned into the media tab of the patient's chart in EPIC by lab staff.

**TO BE FILLED OUT BY CAREGIVER COLLECTING SAMPLE:**

Collection Date/Time: \_\_\_\_\_

Collector ID: \_\_\_\_\_

Lab Use Only:

Receive Date/Time: \_\_\_\_\_

Receiver ID: \_\_\_\_\_