



March 2014 Lab Services Outreach **“News You Can Use” Bulletin**

➤ **Faxing Protected Health Information (PHI)**

- Cover sheets noting confidentiality of information and a caution against re-disclosure should always accompany any fax containing PHI.
- Fax machines receiving PHI should always be located in secure areas to protect against inappropriate or unauthorized access.
- Only appropriately trained staff should transmit faxes containing PHI.
- Pre-programming commonly used numbers is recommended to reduce likelihood of misdirected faxes.

➤ **Specimen labeling and requisition accuracy – avoid calls to your office or possible recollection of specimens**

- Specimen container requirements
 - Patient full name and second identifier
 - Collection date and time (or noted on requisition)
 - Collector’s initials (or noted on requisition)
 - For tissue and non-blood, identify source and laterality of specimen
- Requisition requirements:
 - Patient full name and second identifier
 - Ordering location (name of practice or clinic)
 - Tests or procedures requested
 - Collection date and time (or noted on container)
 - Collector’s initials (or noted on container)
 - Provider signature
 - Specimen source and body site for non-blood specimens
 - Symptom or diagnosis code for medical necessity

Note: in the presence of electronic orders, some information is also captured and housed in the electronic system

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