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REPORT ON PROBLEMS IN DELAYED REVIEW, APPROVAL, AND FILING OF LABORATORY REPORTS
ORDERED BY VISITING CLINICIANS

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Report Requested on 10-11-72 by Chairman, Medical Record Committee

Report Submitted By: Dr. R. A. Love and A. L. Harrison, members, MRC

For: MRC Meeting, November 2, 1972

FINDINGS:

1. Number of Medical Staff appointments as Visiting Clinicians: 19
2. Number (average) of Physicians Involved Each Week: 4 - 5
3. Number of Delayed Reports on Doctor's Table this date, 10-26: 60 with oldest date being 9/14 and most recent date being 10/24
4. Estimated Minimum Number of Delayed Reports Per Week: 40
5. Based on Standing Order Sheets for the CIRC. programs applicable, the number of tests per patient per visit varies between 10 - 12.
6. Based on past experience the interval between visits of Visiting Clinicians: shortest = one week; longest = 8 weeks.

RECOMMENDATIONS:

Due to (1) the considerable number of individual laboratory reports which accumulates per week, (2) the prolonged interval between hospital visits of Visiting Clinicians, and (3) the resultant backlog of filing that (a) increases the number of incomplete charts and (b) impedes the normal work flow within the Medical Record Section, changes in the usual procedure appear to be necessary to improve this unsatisfactory condition. Two proposals are submitted for consideration; namely:

1. Request that each Visiting Clinician indicate in writing on his Standing Orders and/or Standard Operating Procedures that routine laboratory reports, diagnostic x-rays, and electrocardiograms which are not needed for immediate clinical management may be filed promptly in the

RECORDS HOLDING
REPOSITORY AREA BLDG 454
COLLECTION MEETINGS/MINUTES/AGENDAS
BOX No. 3
FOLDER MEDICAL RECORDS COMMITTEE
1969-1973

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RECOMMENDATIONS (Con't):

medical records without the initials of the examining physician. Such instruction may be included in the original Standing Orders, Form 1561A, which are reviewed and approved annually (see Rule #14, By-laws of Medical Staff); or, where applicable, such instruction may be added to each individual Standing Order Sheet which is dated and signed by the examining physician and filed in the medical record on the occasion of each visit of the patient.

2. When laboratory reports, diagnostic x-rays, and electrocardiograms have not been initialed by the respective examining physician within seven (7) calendar days after the outpatient visit or hospital discharge, the sponsoring physician for each applicable investigative program shall be so notified and he shall determine and shall designate the appropriate disposition; e.g.:

- a. instruct personnel to file these reports in the respective medical records without the initials of any physician,
- b. review and append his (sponsoring physician) initials to each laboratory report which can then be filed promptly,
- c. state other disposition that will lead to prompt filing of these reports in the respective medical records.