- Complete ALL patient demographic information (name. MRN#, DOB).
- Include ordering provider (name & provider #).
- Place orders in computer.
- Check the box for ALL applicable ICD-10 code(s) (diagnosis) for the test(s) ordered (there is NO limit to the # of diagnoses for Laboratory tests).
- Use diagnosis that describes why you ordered a test NOT why you are seeing the patient.
  - E.g. the reason a Reticulocyte is ordered is for anemia (established diagnosis, symptoms or signs) NOT the leukemia the patient is being treated.
- Do NOT use "Rule Out" Diagnosis, Use signs/symptoms
  - Use signs &/or symptoms that cause to want to "Rule out" a disorder or disease.
  - E.g. A patient exhibits polyuria, sweating & polyphagia. Diabetes is to be ruled out. These symptoms/signs justify ordering a Glucose.
- Be sure to document the test orders in Patient Records not just on the Requisition.