

**COVID 19 Response – Submitting Lab Requisitions to LifeLabs
Temporary Options for Practitioners¹ Working from Home**

Issue: Practitioners working from home are seeing patients virtually and need a means to submit lab requisitions. Refer to other guidelines for submitting requisitions to health authority labs.

Requirement: LifeLabs need to be able to authenticate requisitions, and workflows are based on hardcopy requisitions received by fax from practitioners or handed in by patients.

Current contact number must be included in the requisition.

A. CURRENT OPTIONS

Phone	N/A
Fax	<ul style="list-style-type: none"> Fax requisition directly to LifeLabs centralized fax line: 1-888-674-0370 The requisition should include a current phone number where the practitioner can be reached.
eFax (EMR with efax capability)	<ol style="list-style-type: none"> Generate requisition in emr. Add electronic (stored) or real-time digitized signature (eg. stylus/mouse)² efax the requisition file attachment directly as per above: 1-888-674-0370
Email to Patient (not recommended due to security)	<ol style="list-style-type: none"> Generate requisition (e.g. using your EMR) Add electronic (stored) or real-time digitized signature (eg. stylus/mouse)³ Email the requisition file (usually in PDF format) attachment to the patient with instructions for them to: <ol style="list-style-type: none"> Print the requisition and bring it to lab facility, or Go to lab and forward email requisition per staff instruction. <p>Note: patients will be asked by LifeLabs staff to review privacy and security information related to the use of email before forwarding.</p>
Email to LifeLabs (not recommended due to security)	<ol style="list-style-type: none"> Generate requisition (e.g. using your EMR) Add electronic (stored) or real-time digitized signature (eg. stylus/mouse)⁴ Place the patient first name and last name in the email Subject line. Eg. Subject: JANE DOE Email the requisition file (usually in PDF format) attachment to: patientreqsbc@lifelabs.com <p>Note: Requisitions will be purged by LifeLabs.</p>

¹ This document is intended for community practitioners submitting to private labs. A separate document exists for any practitioner submitting requisitions to Health Authority labs or medical imaging facilities.

² A **real-time** digital signature on the requisition created with a mouse or stylus is preferred. An electronic signature (single, stored image) may be accepted.