

**COVID 19 Response – Submitting Requisitions to Health Authority Labs  
Temporary Options for Practitioners<sup>1</sup> Working from Home**

**Issue:** Practitioners working from home are seeing patients virtually and need a means to submit requisitions to Health Authority labs. Refer to separate document for LifeLabs.

**For Laboratory Fax Numbers:** Refer to <http://www.bccss.org/clinical-services/bcaplm/health-professionals>

**Requirement:** Health Authority lab and medical imaging locations need to be able to authenticate requisitions.

**Current contact number must be included in the requisition.**

**Below are the options for a practitioner submitting a lab requisition to a health authority.**

**OPTIONS**

<b>Phone</b>	Health authority lab facilities cannot accommodate requisitions over the phone.
<b>Fax</b>	Fax requisition directly to patient’s requested service location after ensuring: <ol style="list-style-type: none"> <li>a. The service location is open (some have been closed due to COVID 19).</li> <li>b. Patient understands they must go to that specific location.</li> <li>c. The requisition includes <b>current phone number</b> where the physician can be reached.</li> </ol>
<b>eFax (EMR with efax capability)</b>	<ol style="list-style-type: none"> <li>1. Generate requisition (e.g. using your EMR)</li> <li>2. Add electronic (stored) or real-time digitized signature (e.g. stylus/mouse)<sup>2</sup></li> <li>3. efax the requisition file attachment directly to a specific lab or medical imaging fax machine after ensuring:                 <ol style="list-style-type: none"> <li>a. Service location is open (some have been closed due to COVID 19)</li> <li>b. Patient understands they must go to that specific location</li> <li>c. The requisition includes <b>current phone number</b> where the physician can be reached.</li> </ol> </li> </ol>
<b>Email to Patient  (NOT RECOMMENDED due to security)</b>	<ol style="list-style-type: none"> <li>1. Generate requisition (e.g. using your EMR)</li> <li>2. Be sure to include a <b>current phone number</b>, where the practitioner can be reached</li> <li>3. Add electronic (stored) or real-time digitized signature (e.g. stylus/mouse)<sup>3</sup></li> <li>4. Email the requisition file (usually in PDF format) <b>to the patient with instructions for them to print the requisition and bring it to lab facility.</b> <b>Health Authority sites cannot process lab requisitions on mobile phones.</b></li> </ol>

**This options above are as of May 7, 2020. A provincial centralized fax and email solution is being considered and will advise clinicians soon.**

<sup>1</sup> A separate document exists for any practitioner submitting requisitions to LifeLabs.

<sup>2</sup> 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.