

Policy for Standing Orders:

Laboratory standing orders are utilized to provide an order for services required for an extended course of treatment for patients who must be monitored over a period of time. Standing orders are permitted as long as they are valid, documented, and medically necessary and periodically reviewed consistent with state and federal regulations. Federal regulations require standing orders to be renewed no less than annually.

Standing orders must be documented in writing or on an electronic order generated by the ordering physician. The order must include an effective date and an expiration date, the services to be provided, the frequency with which these services will be performed and the name and provider number of the ordering physician. A standing order may contain an appropriate diagnosis that may be used for the duration of the standing order. The standing order should also contain a patient's release of medical information and the patient's billing demographics. It is recommended that the signature of the ordering physician or the physician's designee be encouraged on each order and subsequent renewal.

The laboratory must establish a filing system, which accommodates the proper control and monitoring of active and expired standing orders. Expired standing orders should generate a timely request for confirmation of the continued validity of the order. CLIA regulations require that a written order be obtained for all laboratory services. Lab services may not be billed to Medicare, Medicaid, and other federally funded programs without a valid written order.

All standing orders should be retained consistent with the record retention requirements for order documents.