

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

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**Department:** Substance Use Disorder - Four Winds

**Policy Number:** HHS-SUD-FW 4745

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**Policy Title:** Notification of Abnormal Labs

**Attachments:** Critical Test Results I & II

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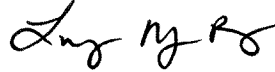
**Revision History:** 4/2017

**Revised by/Date:** Lindsay Misquadace-Berg 7/2021

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**Approved by:**

Lindsay Misquadace-Berg, Four Winds Treatment Director



**Date:**

10/15/21

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**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**

11-29-2021

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**POLICY STATEMENT:** It is the policy of the nursing staff to communicate all critical results to the Licensed Independent Provider (LIP) that may constitute a health risk to the patient or require immediate action on the part of the provider. The communication must occur within 60 minutes or less from the time laboratory notified Four Winds.

**PURPOSE:** The purpose of this policy is to verify communication to the LIP for the care of the client.

**PROCEDURES:**

A. When a client is at Four Winds:

- a. Laboratory results are communicated via written report or by telephone. The nurse receiving the results must “read back” the laboratory results to the personnel communicating the results.
  - i. If the result is abnormal, the nurse will notify the Registered Nurse (RN) and document notification.
  - ii. If the result is a “CRITICAL” result or critically abnormal, the nurse will contact the LIP.
  - iii. Document critical lab result(s), the time received, that the laboratory results were “read back” and time of notification of RN in the electronic health record (EHR).
- b. Upon receiving printed lab reports, the RN will review, date, initial, and file the results into the client’s medical record.

B. After Discharge

- a. Abnormal lab values received after discharge will be reported to client as determined by the RN.
- b. If it is determined the abnormal lab requires reporting, the RN will complete the attached form and ensure it is sent to the client or other appropriate client representative.
  - i. Place a copy of the letter in the patient’s medical record.
- c. Lab reports are filed in the client’s medical record.

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**Four Winds  
ATTACHMENT I  
Critical Test Results**

Date: \_\_\_\_\_

To: \_\_\_\_\_

This letter is to inform you that after you were discharged, we received a report of the following abnormal lab values:

This letter serves as our notification to you of these values.

\_\_\_\_\_ Contact your healthcare provider immediately.

\_\_\_\_\_ Inform your healthcare provider on your next visit.

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Cc: Client's Medical Record

**Four Winds  
ATTACHMENT II  
Critical Test Values Worksheet**

Patient Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time Report Received: \_\_\_\_\_

Name of Lab Staff that rendered report : \_\_\_\_\_

Readback: **TEST**

**VALUE**

<b>Internal and/or External References</b>	
<b>Compliance - Posting Date</b>	11/29/2021 (LLH)
<b>Replaces - Policy Number</b>	
<b>Next Review - Due Date</b>	