



Standard Operating Procedure

Procedure Title:	Ordering, Dispensing and Resulting Hemocult Kits
Date:	5/25/2021
Version:	1.0
Department:	Clinical
Approved By:	

Purpose: To explain how to dispense, order and result hemocult kits.

Procedure: The provider determines that the patient would benefit from an at home hemocult test.

Once the patient is given the hemocult kit the Medical Assistant will place the order stating that the patient was given a kit to take home and return to our office once completed. (The hemocult mailing pouch contains all material needed along with instructions for the patient to perform the at home test).

To Place the Order:

(to be done in either the office visit note or a patient case)

- Order: fecal occult blood test (FOBT) kit
- Diagnosis: screening for malignant neoplasm of colon
*Document in the internal note of the order "kit given to patient to complete and return to office"
- Sign order

To Process and Result Specimen:

Once kit is returned, the Medical Assistant will process the specimen and document the results in the chart.

Medical Assistant to develop and read results of hemocult kit then document as follows:

- Create patient case stating specimen received and resulted
- Order: fecal occult blood, stool *under Point of Care Tests
- Diagnosis: screening for malignant neoplasm of colon
- Enter results, source, note (specimen collected at home and returned to office), collector and time and date.
- Sign order

Route patient case along with results to provider to review and advise.