

Community  
Anticoagulation  
Therapy  
**Clinic**

DOCUMENT TITLE	NUMBER	REV
Missed/Overdue Labs	6504CATC	0

**PURPOSE** (outline the intent or objective of the document)

To outline a process for management of missed and overdue labs.

**DEFINITIONS AND ACRONYMS** (provide clear understanding to words, abbreviations that may be ambiguous)

CAT Clinic – Community Anticoagulation Therapy Clinic

**PROCEDURE/FLOWCHART** (describe the steps in which work objectives are achieved; include statements, to the extent necessary, that explain the why, what, when, where, who and how)

- 1 The patient is responsible for rescheduling missed lab draws
- 2 If a patient does not have lab drawn on the scheduled date, the CAT Clinic RN Coordinator will:
  - attempt to reach the patient by telephone
  - after 3 telephone attempts and no response, the patient will be sent a copy of the “Overdue Patient Letter” 6511CATC. Only one letter will be sent
- 3 If the CAT Clinic does not hear from the patient within 5 working days of sending the letter, the patient’s referring physician will be notified.
- 4 The patient’s referring physician will then resume management of the patient’s anticoagulation.

**RECORDS** (results or evidence of work performed)

Overdue Patient Letter 6511CATC  
 Discharge Order 6509CATC  
 Discontinuation Notice 6509CATC

REVISION HISTORY			
Rev	Description of Change	Approval	Date
0	Initial document	J. Levett, MD	12/16/05