**Office Name**

**POLICY/GUIDELINES FOR TEST TRACKING AND FOLLOW UP DOMAIN 6.0**

Subject: **Test Tracking and Follow-up**

Statement of Purpose: A Test tracking standardized system is in place to ensure all needed tests are received and all test results are communicated in a timely manner, and follow-up care is received appropriate to the individual patient case, each step in the test tracking process is documented in the patient record and physicians and office staff are trained to ensure adherence to this policy.

Policy Guidelines and Procedures:

***\*This portion is for informational purposes only. Below is not to be part of the Policy:***

**6.0 Test Results Tracking and Follow-up**

**Include Step by step process (see below) in this section with timeframes:**

* **(6.1)** Test tracking process and procedure documented with timeframes for notifying patients of results.
* **(6.2)** Identified timeframes are in place ensuring that patients receive needed tests and practice obtains results**.** (PCP Required)
* **(6.4)** Mechanism is in place for patients to obtain information about **normal test results.**
* **(6.5)** Mechanism is in place for practice to inform patients aboutall **abnormal test results.** (PCP Required)
* **(6.6)** Ensure that patients with abnormal test results receive the recommended follow-up care within defined timeframes and documented. (PCP Required)
* **(6.7)** Process for documenting **all test tracking steps** in the patient’s medical record.
* **(6.8)** All physicians and office staff are trained to ensure adherence to test tracking procedures yearly for all staff and new staff upon hire**.**
* **(6.9)** Computerized Order Entry integrated with automated test tracking system is in place.

2023