**How to fill out Doctor’s Lab Form**

***Gynecologic Labs***

* Obtain purple Doctor’s Lab form
* Use example “Gynecologic Order Form” as a guide
* See physical manual in clinic OR Huddle 🡪 Manual 🡪 Labs 🡪 “Gynecologic Order Form”
* Red boxes highlight required fields, specific text required on all forms is added
* Fill in the following fields:
  + Patient name
  + Patient sex
  + DOB
  + Collection date and time
* Under “Ordering physician”, write “Feller”
* Under “insured’s name,” write “indigent program – no charge”
* Under cytology “gynecological requisition” section, fill in the following fields
  + Mark where the sample came from (cervix/endocervix/vagina/vagina cuff)
  + Under the “specimen collected by” section, mark “Endocervical brush/spatula”
  + Under the test required section, mark “714 Think prep/88175”
  + Under “prior cervical/uterine history,” fill out LMP (last menstrual period)
* On the top left side of the form, where it says "Physician Signature" (not pictured on the scanned document), have the physician you are working with sign and print their name.
* Pair your thinprep sample vial (Obtain from Pharmacy Cabinet) with the completed doctors lab form in Ziploc Bag (Obtain from Pharmacy Cabinet) and give it to the officer on duty.
  + Make sure that you label the sample vial clearly with the first and last name of your patient!