



**Institutional Handbook of Operating Procedures
Policy 09.02.18**

Section: Clinical Policies	Responsible Vice President: EVP and CEO Health System
Subject: Patient Records	Responsible Entity: Health Information

I. Title

Pressing Specimens without a Medical Record Number (MRN)

II. Policy

Specimens from patients of non-UTMB facilities or healthcare providers sent to UTMB for lab tests are not issued unique permanent patient medical record numbers (MRN) in the Patient Care Database and no medical record is created.

The UTMB department receiving the specimen for testing may choose to use either a unique institution number or reference number to identify the non-UTMB patient's specimen.

Clinical data generated by UTMB physicians and other healthcare providers when UTMB is performing a test on a specimen at the request of a non-UTMB healthcare provider is not maintained within a UTMB permanent unit medical record.

UTMB departments originating the data are responsible for maintaining copies of that data as prescribed by their retention schedules.

III. Related UTMB Policies and Procedures

[LIS Policy 10.1.10 Ordering /Receiving in Requisition Entry for Non-UTMB Patients](#)

IV. Dates Approved or Amended

<i>Originated: 07/01/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/14/2014	07/06/2007
	04/11/2019
	06/21/2023

V. Contact Information

Health Information Management
himldrtm@utmb.edu