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ANCILLARY DIVISION APPROVAL MATRIX		Section / Department
Policy Title: POLICY ON CLINICAL MICROSCOPY TESTING		LABORATORY SECTION
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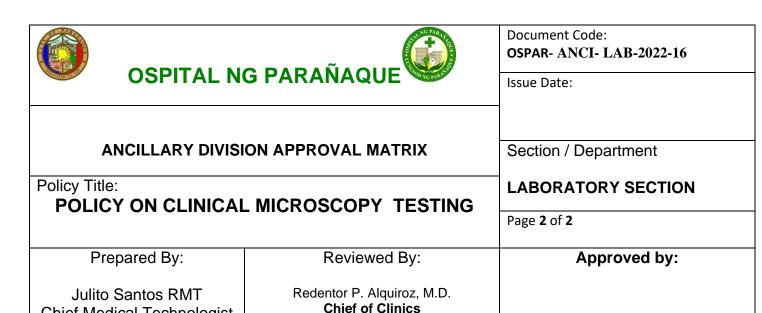
CLINICAL MICROSCOPY

NARRATIVE FLOW OF REQUEST FORM FOR CLINICAL MICROSCOPY TESTING

- 1. Attending physician prepares/accomplishes laboratory requests for Clinical Microscopy testing.
- 2. Attending physician instructs the patient on the proper collection of Clinical Microscopy specimens.
- 3. The nursing staff (ER/in-patients) submits the duly accomplished request form and collected specimens to the laboratory. OPD request and specimen shall be submitted by the patient/relative.
- 4. The medical technologist screens requests for completeness of data and information and checks specimens for adequacy and appropriateness.
- 5. The medical technologist processes the specimen.
- 6. The medical technologist logs result in the log book and release the final report.

NOTE:

- 1. All requests for Clinical Microscopy testing MUST contain the following information: date of request, patient's name, birth date, age, sex, clinical diagnosis, type of examination, attending physician's complete name with signature
- 2. The medical technologist accepting the specimen and request should take note of the time the specimen was accepted and log the time in the request form.
- 3. For urinalysis specimen: urine voided (first morning, midstream urine) is collected in a clean, dry glassware or bottle of about 6 ounces capacity. For fecalysis specimen: stool is collected in a clean, dry glassware or bottle (pea-sized amount of stool is often adequate). Patients should be warned against passing urine at the same time with the stool because urine may cause an alteration in the final



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result of the fecalysis specimen. These specimens MUST be submitted not later than one (1) hour from the time of collection.

- 4. Acceptance and processing of request is done daily, including weekends and holidays for ER, and in-patients; and Monday to Friday, from 8:00 am to 3:00 pm, for OPD patients.
- 5. All official results are released within the same day the specimens are processed,

EXCEPT for OPD patients where results are released the following day.

- 6. For ER and in-patients, results are charted to the ward and emergency room respectively. For OPD patients, results are charted to the laboratory reception area.
- 7. STAT request is done immediately as soon as the specimen is available and the result is released within the acceptable turn-around time
- 8. The turn-around time for emergency cases is 2 hours.