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## HEMATOLOGY

### NARRATIVE FLOW OF REQUEST FORM FOR HEMATOLOGY TESTING

1. Attending physician prepares/accomplishes laboratory requests for Hematology testing.
2. The nursing staff (ER/In-patient), relative/patient (OPD) submits the request to the laboratory.
3. The medical technologist screens request for completeness of data and information
4. The medical technologist collects specimens from OPD, ward or emergency room.
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 Hematology 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. Acceptance of request is done daily, including weekends and holidays for ER, and in-patients; and Monday to Friday, from 8:00 am to 4:00 pm, for OPD patients.
4. Blood collection/extraction MUST be done by the laboratory personnel
5. Processing of hematology specimens are done daily including weekends and holidays.
6. All official results are released within the same day the specimens are processed, EXCEPT for OPD patients where results are released the following day.
7. For ER and in-patients, results are charted to the ward and emergency room respectively. For OPD patients, results are charted
8. STAT request is done immediately as soon as the specimen is available and the result is released within the acceptable turn-around time.