



OSPITAL NG PARAÑAQUE



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LABORATORY SECTION

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Policy Title:

POLICY ON CLINICAL CHEMISTRY TESTING

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CLINICAL CHEMISTRY

NARRATIVE FLOW OF REQUEST FORM FOR CLINICAL CHEMISTRY TESTING

1. Attending physician prepares/accomplishes laboratory requests for Clinical Chemistry testing.
2. The medical technologist screens requests for completeness of data and information.
3. Medical technologist/s collects specimens from OPD, ward or emergency room.
4. The medical technologist processes the specimen.
5. The medical technologist logs result in the log book and release the final report.

NOTE:

1. All requests for Blood Chemistry testing MUST contain the following information: patient's name, date of request, type of specimen, patient's ward, 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 and blood extraction is done daily not later than 9:00 am for all routine tests.
4. A minimum of 3 cc volume of blood collected in a plain test tube is acceptable especially if there is only one (1) testing required. For more than one (1) testing request, at least 5 cc volume is required.
5. Blood collection/extraction MUST be done by the laboratory personnel only.
6. Running time for all routine blood chemistry specimens is every morning.
7. All official results are released within the same day the specimens are processed, EXCEPT for OPD patients where results are released the following day.
8. For ER and in-patients, results are charted to the ward and emergency room respectively. For OPD patients, results are charted to the Medical Records.
9. STAT request is done immediately as soon as the specimen is available and the result is released within the acceptable turn-around time.
10. The turn-around time for emergency cases is 2 hours.