
 <div style="text-align: center;"> OSPITAL NG PARAÑAQUE  </div>		Document Code: OSPAR- ANCI- LAB-2022-20
		Issue Date:
ANCILLARY DIVISION APPROVAL MATRIX		Section / Department
		LABORATORY SECTION
Policy Title: PROCEDURES FOR THE REPORTING OF LABORATORY RESULTS		Page 1 of 3
Prepared By: Julito Santos RMT Chief Medical Technologist Eric Mirandilla MD. Pathologist	Reviewed By: Redentor P. Alquiros, M.D. Chief of Clinics Darius J. Sebastian, MD,MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

PROCEDURES FOR THE REPORTING OF LABORATORY RESULTS

A. ENTRY

1. All requests shall be entered at the general entry logbook and shall be assigned an entry number.
2. Upon delivery to the section the request is entered at the section's worksheet and given a section entry number

B. TURN AROUND TIME (TAT) AND RELEASING OF RESULTS

REPORTING OF THE RESULT

Results of tests are written on an official result form. Result forms bear the names of the Pathologist and Medical Technologists. The Medical Technologist who performed or analyzed the procedure affixes her/ his original and fresh signature on the result form prior to release of result together the Medical Technologist who verified the laboratory results which is also original and fresh signature. Each section, depending upon the examination performed, has its own result form. The manner of reporting as stated by each individual section must be strictly adhered to.

Routine Examinations- the results of specimens collected at 6 am onwards will be released at 3pm.

STAT Requests

For Hematology and Clinical Microscopy: after 1- 2 hours

For Chemistry tests – after 2 - 3 hours



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Hospital Director

When done by manual method:

Hematology – after 2 - 3 hours

Chemistry – after 3 hours

Routine- Following day for complete Laboratory examinations



C. RECHECK

Results above or below reference values shall be repeated by machine or manual method. Method for recheck depends on the existing SOP of the section and the discretion of the Med. Tech. on duty. For extremely abnormal results or those that are clinically impossible to exist, a repeat extraction or collection is done. The results are correlated with the clinical status of the patient before a final result can be officially released.

If the Chief Medical Technologist cannot decide on the case, it shall be referred to the Pathologist. If the result is needed immediately, the result may be relayed verbally informing the attending Physician that it is not yet the official result and that the test is still being referred. In case when the patient or doctor refuses a repeat extraction for recheck, the refusal is noted at the back of the original request and signed by the doctor-in-charge.

D. PANIC VALUES

For each section, a list of panic values for the different examinations performed shall be posted in an area accessible and easily seen by the staff. Results that fall in the said values **SHOULD BE IMMEDIATELY RELAYED TO THE ATTENDING PHYSICIAN.**

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E. RELAYING OF RESULTS

Panic values and results of “stat requests” can be relayed through the phone. The following guidelines must be strictly adhered to when relaying results:

1. All verbal results are dictated twice (2x)
2. The party on the other end has to repeat the data transmitted or relayed
3. The name of the staff relaying the result and the person receiving the information has to be recorded at the back of the result form. The date and the time must also be recorded.

For ethical reasons, results that have serious legal and social implications

SHOULD NOT BE RELAYED VERBALLY.

LOST RESULTS

For misplaced results, a letter requesting for a duplicate copy should be submitted to the laboratory. The duplicate copy of the test is released after 1 - 2 days.

UNCLAIMED RESULTS

Unclaimed results are filed monthly and are kept for one year and then properly disposed of.