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		Issue Date:
ANCILLARY DIVISION APPROVAL MATRIX		Section / Department
		LABORATORY SECTION
Policy Title: POLICY ON CLINICAL MICROSCOPY TESTING		Page 1 of 2
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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.