

APE PROCESS FLOW AND SPECIAL INSTRUCTIONS

PROWEAVER

STEP 1 – REGISTRATION

Secure registration slips and fill-out clearly all the information at the PERSONAL DATA. Present to the registration staff for the barcode sticker and specimen containers. **KINDLY USE BLACK OR BLUE PEN ONLY.**

STEP 2 – EXTRACTION (If with CBC)

Present your registration slip to the Phlebotomist in charge for extraction and have them affix their name in your registration slip.

STEP 3 – RECEIVING (If with Urinalysis)

Submit all specimens to the receiving in charge with complete label on the containers and have them affix their name in your registration slip.

STEP 4- CHEST X-RAY

Present your registration slip to the Radtech. All employees must undergo Chest X-ray except those pregnant and/or suspecting to be pregnant. For those employees who are either one of those stated, please advise the registration staff upon registration.

SPECIAL INSTRUCTIONS:

- Urine sample should be at least **3/4** of the specimen cup, **midstream clean catch**.
- Samples should be submitted within **one hour from collection**, otherwise it will not be accepted.
- For X-Ray, employees are encouraged to **remove any jewelry and wear plain t-shirt of any color** during the Chest X-Ray Procedure. (No buttons, zippers, metals, and embossed prints).

*******NOTHING FOLLOWS*******

FATIMA CAPARAS

OFF – SITE TEAM

CORPORATE SERVICES