**Pathology Results Handling Practice Protocol**

Barrow Health Centre

**Practice Address 27 High Street, Barrow Upon Soar, Loughborough, LE12 8PY**

**Results allocation for each morning**

1. Each morning, the reception teams first admin task will be to review what results have arrived on to our clinical system.
2. The reception team will then allocate these results as below to be processed.
3. Many results will automatically be assigned to the requesting clinician to review when they arrive back to our clinical system.
4. For results that haven’t matched to a requesting clinician or for results that have matched but the requesting clinician is absent then the below steps should be followed.

**Normal/Routine results**

1. All ‘Bowel Administration’ – select &ll and click on icon with green arrow and ‘Assign Recipient’ -> Share between - Helen Richardson / Danielle Sibson.
2. All normal ‘HBA1C’results – select all and click on icon with green arrow and ‘Assign Recipient’ -> to the Partners equally (regardless of if it is their working day – unless they are on annual leave).
3. All ‘Smear’ (cervical screening) results – select all and click on icon with green arrow and ‘Assign Recipient’ -> Fiona Taylor.
4. All ‘Urine’ results (MSU/ACR) – select all and click on icon with green arrow and ‘Assign Recipient’ -> Sue Eades *(if Sue is not at work, please forward these results equally between the GPs working in surgery on the day).*
5. No action is required for any results that have been assigned automatically to the requesting GP if they are in that day as they will be able to process the result.
6. Click on the tab all unfiled resports show all results waiting to be processed.
7. For all results listed in black or blue text that have not automatically been reassigned to the requesting Doctor please retrieve the patient individually and check who requested the test by viewing the patients notes.
8. Forward the result to the requesting GP that has been established via point 11 above providing they are due in that day the next day.
9. For all black/blue blood results where the requesting clinician is not available, please share the results equally between Dr Hall, Dr Ravji and Dr Henderson. \*Please see their admin days below\*

**Abnormal/Urgent Results**

1. For all blood results listed in red text or for any black/red Chest X-Rays, Microbiology, MRI, CT scan results or FIT test results that have not automatically been reassigned to the requesting Doctor, please retrieve the patient individually and check who requested the test by viewing the patients notes.
2. All HbA1c red bloods are to be assigned or stay with Andrea unless she is on annual leave. If she is on annual leave this is to be shared out fairly to the GPs that are here on the day.
3. If the requesting Doctor is available that day please assign the result to them.
4. If the requesting Doctor is not available please share the results equally between all clinicians on shift that day.

**Partner admin days:-**

Dr Hall – Monday and Tuesday

Dr Ravji – Thursday and Friday

Dr Henderson – Thursday and Friday

**The amount of bloods to be split between salaried GPs:-**

Dr Duffy 12 - 15 - their own and a share of any absent clinicians

Dr Miles 12 - 15 - their own and a share of any absent clinicians

Dr Goldie 20 - - their own and a share of any absent clinicians

Dr Alattar 20 - - their own and a share of any absent clinicians