

Request form information

Request forms must include:

- *NHS or hospital number (eye readable)
- *Full Surname
- *Full First name(s)
- *Date of Birth (dd/mm/yyyy)
- Gender
- 1st line of patient address
- Full post code of patient address
- Patient Contact Telephone number (mobile or landline - required by GP On Call Care service)
- Surgery Location (Mnemonic or National Practice Code)
- GP Code (prescribing number)/Cytology Sample Taker Code (ST number) & legible name of requestor (if not GP)
- Relevant clinical details including drug therapy, recent travel abroad
- Date & Time of sample collection
- Sample Type (where not blood)
- Sample Site (if applicable)
- Test(s) required and for antenatal requests- Estimated Date of Delivery.
(If the test is not available to be selected electronically, add this to the request form manually).
- NHS/P/PP/Cat2 (the Cat2 box is for indicating pending/ private work by non-private patients e.g. insurance work)

Three of the four key identifiers* must be present on both sample and form and match, otherwise the sample will be rejected (all four must match for Transfusion requests).

Note: Ordercomms are available for Microbiology, Transfusion, Histology and diagnostic cytology using relevant IT system. Note; forms are not required for Haematology and Biochemistry.

Sample requirements

Do not generate specimen labels for more than one patient in advance, or pre-label the container before obtaining the sample.

- Label sample in patient's presence after positive identification has occurred (when can; use ordercomms generated label).
- Do not relabel container if an error is made: discard specimen and begin again, unless sample is unrepeatable e.g. histology samples - Specimen should be transferred to another container.
- Sign the label

Handwritten labels must be legible and include:

- *NHS or hospital number
- *Full Surname
- *Full First name(s)
- *Date of Birth (dd/mm/yyyy)
- Location Code i.e. Ward or GP code (Mnemonic or National Practice)
- Date & Time of collection
- Initials of person labelling sample
- Sample type (where not blood)

NB: In circumstances where the patient's name is not known or should remain anonymous, specimens **must** be labelled with a patient identification number (e.g. GUM clinic number, Family Planning clinic number) **and** the gender of the patient (i.e. Unknown Male)

Transfusion specimens:

These must all be hand labelled unless using a full vein to vein traceability system and use the Hospital number.