

Laboratory Service for ER Patients

Office or Division:	Laboratory Department			
Classification:	Complex			
Type of Transaction:	G2G, G2C			
Who may avail:	Nurse			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form		Nurse on Duty		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make laboratory request based on doctor's order. 1.1 Call laboratory and inform that there is client for laboratory.	1. Receive call.	None	2 minutes	Phlebotomist/ Medical Technologist Laboratory
2.Wait for the phlebotomist to arrive. 2.1 Present laboratory request and let Phlebotomist/Medtech sign the ER Laboratory Request Logbook.	2. Proceed to Emergency Room. 2.1 Verify laboratory request. 2.2 Sign the ER Laboratory Logbook.	None None None	10 minutes 3 minutes 2 minutes	Phlebotomist/ Medical Technologist Laboratory Phlebotomist/ Medical Technologist Laboratory
3. Wait for the laboratory result.	3. Proceed to client. 3.1 Verify patients identity. 3.2 Extract blood specimen. 3.3 Process and analyze specimen: Clinical Microscopy	None None None Please	2 minutes 3 minutes 15 minutes 3 Hours and 45	Medical Technologist Laboratory

	Blood Chemistry Hematology Serology Immunology Microbiology	see table of fees below.	Minutes 5 Hours and 45 Minutes 3 Hours and 45 Minutes 3 Hours and 45 Minutes Every Monday, Wednesday and Friday 3-5 Days	
4. Receive results. Attach result to chart. Relay critical result to ROD immediately. If patient is already transported to the ward, inform Medtech to release results in the ward.	4. Record the results in the logbook and release the result to ER. If patient is already transported to the ward, release results in the ward.	None	15 Minutes	Laboratory Clerk / Medical Technologist Laboratory
	5. Make charge slip, and encode it in HOMIS	None	10 minutes	<i>Laboratory Clerk / Medical Technologist Laboratory</i>
	Total:	Charged to patients bill.	CLINICAL MICROSCOPY 4 Hours and 47 Minutes BLOOD CHEMISTRY 6 Hours and 47	

			Minutes	
			HEMATOLOGY 4 Hours and 47 Minutes	
			SEROLOGY 4 Hours and 47 Minutes	
			IMMUNOLOGY Every Monday, Wednesday and Friday	
			MICROBIOLO GY 3-5 Days	
			G6PD Confirmatory Test Every Friday	

Laboratory Service for In-patients

Office or Division:	Laborartory Department			
Classification:	Complex			
Type of Transaction:	G2G, G2B , G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form		Nurse on Duty		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient admitted that is in the ward	6. The nurse on duty will log the laboratory request in the laboratory logbook	None	10 minutes	<i>Nurse on Duty</i> Nurse Station
	7. The phlebotomist or medical technologist will go to the ward to get the request form, and will extract blood from the patient	None	10 minutes	<i>Phlebotomist/</i> <i>Medical Technologist</i> Laboratory
	8. Examination for: Clinical Microscopy Blood Chemistry Hematology Serology	None	3 Hours and 45 Minutes 5 Hours and 45 Minutes 3 Hours and 45 Minutes 3 Hours and 45 Minutes	<i>Medical Technologist</i> Laboratory

	Immunology Microbiology G6PD Confirmatory Test		Every Monday, Wednesday and Friday 3-5 Days Every Friday	
	9. Record the results in the logbook and release the result to ward.	None	30 Minutes	<i>Laboratory Clerk / Medical Technologist Laboratory</i>
	10. Make charge slip, and encode it in HOMIS	Fee is based on price list	10 minutes	<i>Laboratory Clerk / Medical Technologist Laboratory</i>