



CRH SIKKIM
MANIPAL
UNIVERSITY
CENTRAL REFERRAL HOSPITAL - SMIMS

Documented Procedure

TITLE: Comprehensive Lab Requisition Form

DOCUMENT NO: SOP/CRH/AAC/CLRF/ 29

REVISION NO: 00

REVISION DATE: 00

VERSION NO. 01

ISSUE/EFFECTIVE DATE: 16/07/19

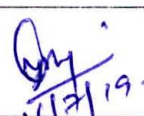
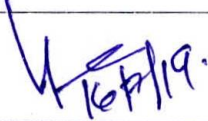
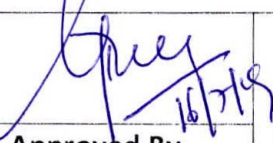
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Standard Operating Procedure

Comprehensive Lab Requisition Form

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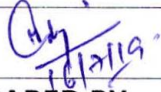
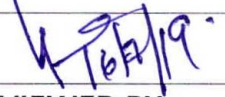

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SL. No.	Contents	Page No.
1	Abbreviations and Definitions	1
	1.1. Abbreviations	2
	1.2. Definition	2
	1.3. Expected Outcome	2
	1.4. Indicators for Measurement	2
2	Scope	2
3	Responsibilities	2
4	Process	3-7
5	References	7

1. ABBREVIATIONS AND DEFINITIONS

1.1 Abbreviations

OPD	Out Patient Department
Lab.	Laboratory
CRH	Central Referral Hospital

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PAGE NO: 1 to 8

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1.2 Definitions

Comprehensive Lab requisition form is a document to prescribe multiple clinical diagnostic tests for a patient.

1.3 Expected Outcome

Reducing the time for filling the individual Lab. requisition form

1.4 Indicators

For patients requiring multiple tests at a time.

2 SCOPE

Applicable to all the Wards and OPDs.

3 RESPONSIBILITIES

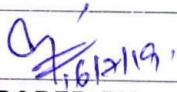
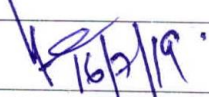
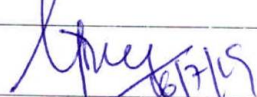
Requisitioning Doctor, Nursing In-Charge/Staff, Billing staff, Central Laboratory staff,

4 PROCESS

Step – I: (For Prescribing Doctors)

4.1 For patients requiring multiple tests, the new “Comprehensive Central Laboratory Requisition Form” can be used.

4.2 The **Prescribing Doctor** need to enter the patient’s Demographic data (Patient’s Name, Age, Sex, Hospital Number) only in the 1st Section of the form. And tick mark has to be put up against

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required tests in various sections of the form. The form can be then handed over to patient/ attendant for billing and sample submission to lab. Please refer to the picture shown below.

For Prescribing Doctors:

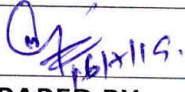
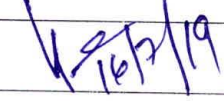

1. Please Fill Patient Details (Name, Age/Gender, Hospital No.) in this section and only.

For Prescribing Doctors:

2. Please Put Tick Mark on the required tests in different sections and hand over the form to the patient/ Attendant.

Step – II: (For Billing Section Staff)

- 4.6 In the billing department or lab billing counter at central laboratory, the concerned Staff will bill for that all the tests prescribed in the Comprehensive Central Laboratory Requisition Form in the following manner:

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PAGE NO: 108

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- a. If test is prescribed in all sections, bill all prescribed tests put seal with bill number in all sections of the form. Please refer to attached picture the below.

- b. If tests are prescribed in some selected sections, then bill the prescribed test and put seal with bill number in the billed sections only and cross the non-prescribed sections. Please refer to the attached picture below.

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PAGE NO: 1 to 08

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Note: Billing Department Staff: Please do not accept this comprehensive lab investigation form if it comes to counter in pieces for billing. In this case request the patient party to get the form filled again.

Step – III: (For Lab Sample Registration Staff)

4.7 At **Sample registration counter** (Central Laboratory): The staff will generate Bar Code stickers (with Patient's Name & Hospital Number) for each section and vial and paste the stickers in various sections of the form and forward it to the sample collection counter. Please refer to the picture shown below.

Picture – 1: When tests are prescribed and billed for some selected sections.

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Picture – 2: When Tests are prescribed for all the sections.

Step – IV: (For Sample Collection Staff)

4.8 At Sample Collection Counter: The staff will tear up the various section of the form from the perforation provided in the form and draw the sample and then the sample along with the form will be forwarded to various section of the Lab for testing and reporting.

Step – V: (For Reporting Generating Doctor / Staff)

4.9 Reporting of all tests will be done as per the existing process in standard Format.

5. REFERENCES

- Existing CRH Laboratory requisition Forms and Format.

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Work Instruction for use of “Comprehensive Central Lab Requisition Form”

Introduction:

The new “Comprehensive Central Laboratory Requisition Form” contains the various lab tests done under different units of Central Laboratory (Bio-Chemistry, Haematology, Urine analysis, Microbiological Tests, Serological tests, Hormone Assay).

Purpose of the Form:

Reducing the time for filling the patient details again and again in different individual lab requisition form.

When to Use the Form-

These form can be used when multiple tests are required to be done for a patient at a time.

Note: The existing lab requisition forms will remain available in all the wards, OPD & Laboratory. These can be used for patients for whom multiple tests are not required.

Availability:

The forms will be available at General Store and issued on indent to all OPDs, Emergency, Wards and Labour Room.

How to use the Form: -

PROCESS:

Step – I: (For Prescribing Doctors)

- For patients requiring multiple tests, the new “Comprehensive Central Laboratory Requisition Form” can be used.
- The **Prescribing Doctor** need to enter the patient’s Demographic data (Patient’s Name, Age, Sex, Hospital Number) only in the 1st Section of the form. And tick mark has to be put up against required tests in various sections of the form. The form can be then handed over to patient/ attendant for billing and sample submission to lab. Please refer to the picture shown below.

For Prescribing Doctors:

1. Please Fill Patient Details (Name, Age/Gender, Hospital No.) in this section and only.

For Prescribing Doctors:

2. Please Put Tick Mark on the required tests in different sections and hand over the form to the patient/ Attendant.

Step – II: (For Billing Section Staff)

- In the billing department or lab billing counter at central laboratory, the concerned Staff will bill for that all the tests prescribed in the Comprehensive Central Laboratory Requisition Form in the following manner:
 - a. If test is prescribed in all sections, bill all prescribed tests put seal with bill number in all sections of the form. Please refer to attached picture the below.

- b. If tests are prescribed in some selected sections, then bill the prescribed test and put seal with bill number in the billed sections only and cross the non-prescribed sections. Please refer to the attached picture below.

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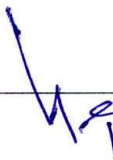

Picture – 2: When Tests are prescribed for all the sections.

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- At Sample Collection Counter: The staff will tear up the various section of the form from the perforation provided in the form and draw the sample and then the sample along with the form will be forwarded to various section of the Lab for testing and reporting.

Step – V: (For Reporting Generating Doctor / Staff)

- Reporting of all tests will be done as per the existing process in standard Format.

 Yogesh Choubey Asst. Manager – Operations Prepared By	 16/7/19 Dr. Mingma Lhamu Sherpa Head Operations Reviewed By	 16/7/19 Dr. Gautam Dey Medical Superintendent Approved By
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