

Document number: LM-PIT-INS-005.UN	Version:1.0
South Tyneside Phlebotomy Collection Guide	Copy No.

Introduction

When bloods are requested within a GP Surgery it is not always possible to know when the patient will arrive at a collection centre to get their bloods taken by a phlebotomist. Meditech has a limited time to receive a sample and then the order will cancel.

The following process will hold the order within ICE until the sample is collected and is known as Postponing a request.

Process

Select '***I want to fill out specimen details later***' for all tests requested. Remember to scroll down the page if requesting several tests across different disciplines, check the box for each:

↑ **CPS Biochemistry OL**
Tests in this order: Urea & Electrolytes (U+E), Liver Panel (LFT)

I want to fill out specimen details later

Send ICEmail when report is issued

Priority: Routine ▼

Sample collection options:

Collect Sample Now

Sample to be taken later - Insert Date & Time

Danger of Infection (High Risk): Yes No

Order Details:

↑ **CPS Biochemistry OL**
Tests in this order: Urea & Electrolytes (U+E), Liver Panel (LFT)

I want to fill out specimen details later

Print a postponed request summary for this order

Danger of Infection (High Risk): Yes No

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Also select 'Print **a postponed request summary for this order**' this will ensure the request summary prints out for ALL tests. The summary form(s) must be handed to the patient to take to the Collection Centre. Staple multiple forms together.

The postponed order summary helps the phlebotomist identify all the tests due for collection. The patient details will be checked in ICE and the order will be processed. The labels will print out and attach to the samples. The order status will update from POS (Postponed) to show REQ (Requested) in ICE and the order will pass to Meditech LIMS.

See example below of status POS and REQ:

Requests By Patient:		Sample type: [All sample types]	Status: [ALL] (excludes deleted requests)	Sample Status: [Show All]	
Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
13 May 2020 16:10		ELECT - Urea & Electrolytes (U+E)(Clinical details=test) / LIVER - Liver Panel (LFT)(Clinical details=test)	A88009	BIGGERTEST	POS
13 May 2020 16:10	13 May 2020 16:10	INR - INR(Clinical details=test, Oral or IV anticoagulant therapy ?=N)	A88009	BIGGERTEST	REQ

ICE will record the Requested date and time and also the Date and time of collection

Please note: Failure to provide an order summary for all tests can disrupt the phlebotomy process leading to a delay in sample collection as the requested tests would need to be identified through other means.

Requesting in this way also means that Orders will not auto cancel as this can cause delays in the processing of samples.