 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-55-P01-S23
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Clinical Chemistry
	Document Title:	<b>GLYCATED HAEMOGLOBIN (HBA1c)</b>

### **PURPOSE:**

To describe in detail how to prepare and process the HBA1c test correctly and always in the same manner. Glycohemoglobin or hemoglobin A1c, is a blood test done to diagnose prediabetes and diabetes. It also checks the treatment for diabetes for a 3-month period.

### **SCOPE:**


Applies to all Clinical Chemistry Section Staff of Laboratory Department of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

### **PERSON RESPONSIBLE:**

Doctors, Nurses, Medical Technologists, Pathologists, Patients, Clerks and Receptionist

### **GENERAL GUIDELINES:**


1. No special preparation is necessary.
2. Specimens should be collected in a Purple-top (EDTA) blood collecting tube.
3. The specimen of choice is Whole blood in EDTA blood collecting tube.
4. Impervious gloves and proper protective clothing shall be worn.
5. Collect specimen using standard laboratory procedures (cross reference to the procedure on standard operating procedures on specimen handling).
6. Specimens collected shall be considered as biohazardous material.
7. Analyze control material at least once per day to verify system performance.
8. Avoid freezing specimens.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-55-P01-S23
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Clinical Chemistry
	Document Title:	<b>GLYCATED HAEMOGLOBIN (HBA1c)</b>

9. Prior to blood collection, the Medical Technologist shall check on the wrist band for patient identification or for the policy on two (2) acceptable person identifiers applied such as allowing the patient to state his/her complete name, date of birth, address or the assigned identification number.
10. Tubes must be labeled prior to blood extraction and a sufficient amount of blood shall be extracted to ensure that repeated additional examinations could be performed.
11. Endorse the blood samples properly to the Medical Technologist on duty in Clinical Chemistry Section.
12. Inspect serum specimen if sufficient or adequate in amount.

#### **PROCEDURE:**

1. Blood specimens collected in EDTA tubes are checked if properly labeled.
2. Specimens are then barcoded through the LIS and barcode labels are placed properly in the tubes without overlapping the handwritten details written by the phlebotomist.
3. Barcoded specimens are placed in the analyzers sample racks. Samples are then automatically analyzed by the automated analyzer utilizing the principle of High-Performance Liquid Chromatography (HPLC).
4. Results are then copied from the LIS and verified by the medical technologist.
5. Once verified, results are released to the HIS wherein the nurses from the different nurse's station in the hospital as well as the releasing clerks can see and print the results.

 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-55-P01-S23
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 3
	Department/Section:	Clinical Chemistry
	Document Title:	<b>GLYCATED HAEMOGLOBIN (HBA1c)</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>ALEXIS F. CORDIA JR., RMT</b> Section Head, Clinical Chemistry	<i>Alexis F. Cordia Jr.</i>	07/09/2022
Verified:	<b>MONICA B. VILLANUEVA, RMT, PhD</b> Laboratory Manager	<i>M. Villanueva</i>	07-13-2022
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology	<i>MRB</i>	07-13-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>D. Escalona</i>	07-13-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MAN, PhD</b> Ancillary Division Officer	<i>R. Abaring</i>	07.13.2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division	<i>F. Ting</i>	7/19/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>G. Golingan</i>	9/7/22




DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-E-55-P01-WI23
Effective Date:	06-30-2022
Document Type:	Work Instruction
Page Number:	1 of 2
Department/Section:	Clinical Chemistry
Document Title:	<b>GLYCATED HAEMOGLOBIN (HBA1c)</b>

KEY TASKS	PERSON RESPONSIBLE
1. Collects blood specimen in EDTA tubes and labels properly.	Medical Technologist
2. Bar codes specimens through the LIS and places properly in the tubes without overlapping the handwritten details written by the phlebotomist.	
3. Places bar-coded specimens in the analyzers sample racks which is automatically analyzed by the automated analyzer utilizing the principle of High-Performance Liquid Chromatography (HPLC).	
4. Verifies results.	
5. Releases results after verification to the HIS wherein the nurses from the different nurse's station in the hospital as well as the Releasing Clerks can see and print the results.	

 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-55-P01-WI23
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	2 of 2
	Department/Section:	Clinical Chemistry
	Document Title:	<b>GLYCATED HAEMOGLOBIN (HBA1c)</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>ALEXIS F. CORDIA JR., RMT</b> Section Head, Clinical Chemistry	<i>Alexis F. Cordia Jr.</i>	07/01/2022
Verified:	<b>MONICA B. VILLANUEVA, RMT, PhD</b> Laboratory Manager	<i>Monica B. Villanueva</i>	07-12-2022
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology	<i>MB.</i>	07-13-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	07-13-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MAN, PhD</b> Ancillary Division Officer	<i>Rosario D. Abaring</i>	07.13.2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division	<i>F. Ting</i>	7/13/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>Genesis Goldi D. Golangan</i>	9/7/22

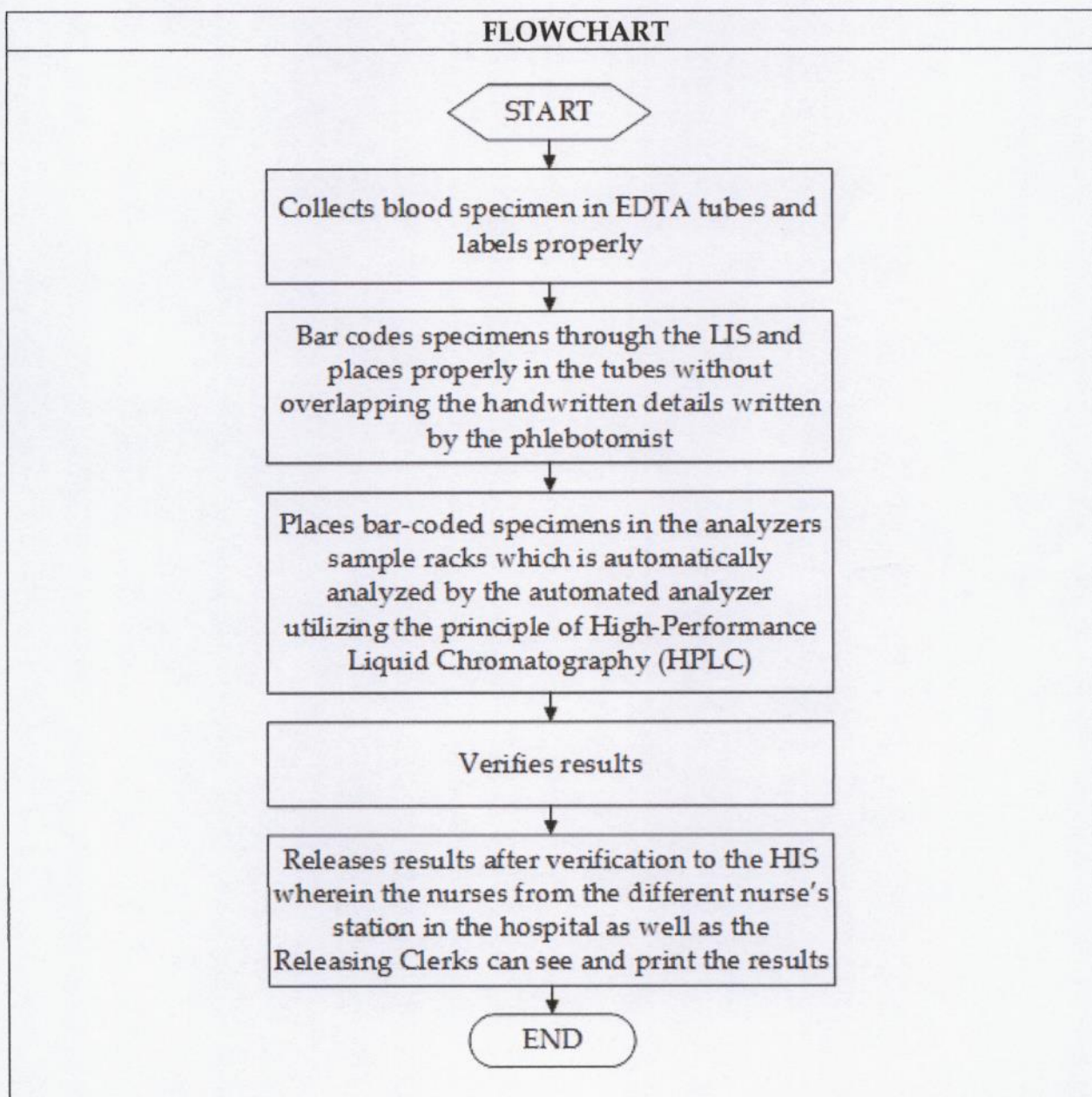



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-E-55-P01-FC23
Effective Date:	06-30-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Clinical Chemistry
Document Title:	<b>GLYCATED HAEMOGLOBIN (HBA1c)</b>

### FLOWCHART



 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-55-P01-FC23
	Effective Date:	06-30-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Clinical Chemistry
	Document Title:	<b>GLYCATED HAEMOGLOBIN (HBA1c)</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>ALEXIS F. CORDIA JR., RMT</b> Section Head, Clinical Chemistry	<i>Alexis F. Cordia Jr.</i>	07/01/2022
Verified:	<b>MONICA B. VILLANUEVA, RMT, PhD</b> Laboratory Manager	<i>M. Villanueva</i>	07-13-2022
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology	<i>MRB</i>	07-13-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>D. Escalona</i>	07-13-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MAN, PhD</b> Ancillary Division Officer	<i>R. Abaring</i>	07-13-2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division	<i>F. Ting</i>	7/14/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>G. Golingan</i>	9/7/22