 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-57-P01-S03
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	Document Type:	Standard Operating Procedure
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	Department/Section:	Hematology
	Document Title:	ACTIVATED PARTIAL THROMBOPLASTIN TIME (APTT)

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

PURPOSE:

To describe in detail how to process the Activated Partial Thromboplastin Time (APTT) test correctly and always in the same manner. It is most useful procedure for routine screening of coagulation disorders in the intrinsic system, for collecting the presence of circulating anticoagulants (inhibitors) and for monitoring heparin therapy. It evaluates factors I (fibrinogen), II (prothrombin), V, VIII, IX, X, XI, XII.

SCOPE:


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

PERSON RESPONSIBLE:


Medical Technologists (Medical Laboratory Scientists), Pathologists, Medical Doctors, Nurses, Medical Trainees, Laboratory Clerks

PROCEDURE:

1. Hand washing shall be performed before and after the procedure.
2. The wearing of Personal Protective Equipment such as gloves, masks, goggles/face shield and gowns shall be observed in doing the procedure.
3. The Medical Technologist collects blood in a 3.2% sodium citrate blue top tube (1.8mL tube) properly labeled with complete patient's name and date of collection.
4. The Medical Technologist collects blood sample, filled to specified volume, no underfilling or overfilling and is inverted tip to tip 3-4 times gently for adequate mixing and to avoid hemolysis and destruction of chemical elements.
5. Specimens collected shall be considered as biohazardous material and the disposal of syringes and needles will be according to Infection Control guidelines.
6. Tests shall be performed within two hours after blood collection only.

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7. The Medical Technologist forwards properly the blood sample and patient's request with note of previous medications to the Hematology Section. Medical Technologist then checks blood sample label, volume and clots prior to analysis. Not properly labeled sample is given back to the extractor for correct labeling. Insufficient volume and hemolyzed/clotted sample is subject for repeat blood collection and the Medical Technologist, Nurse in-charge or the patient will be informed immediately.
8. Requests, unless indicated as "STAT" shall be included in the batch of examinations processed in a first come first serve basis.
9. Blood sample is centrifuged at a 4000 rpm for 20 minutes to ensure that the plasma is platelet poor.
10. In the HCLAB LIS system, the Medical Technologist enters user ID and password to display the main menu. Click Specimen Check-in icon and enter Patient Identification (PID) number (located at the bottom, upper or back part of the request) or click Find Patient Order icon and enter patient's complete name to search for the PID.
Enter PID – Date – List – Check – Accept – Print Label or Barcode
11. The Medical Technologist logs into a list the patient names. An ID number is assigned and written on the patient's request.
12. The Medical Technologist attaches the barcode sticker properly to its corresponding tube.
13. The Medical Technologist properly loads the blood samples on the rack & presses Start.
14. Results of all parameters are displayed and copied in the machine's monitor.

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15. The Medical Technologist checks the abnormal results or with flaggings displayed by viewing the smear, delta checking or rerun the blood sample or correlate result to patient's anticoagulant therapy.
16. Editing is done if needed before validation. Results are auto transferred in the HCLAB LIS then released in the BIZBOX HIS system.
17. The Medical Technologist/Laboratory Clerk prints out and releases results to outpatients at the reception area upon presentation of the Official Receipt (OR) and results for admitted patients are can be viewed and printed out by nurses to its respective stations.
18. Critical APTT results must be reported to the Attending Physician or Nurse immediately.
19. Names and results of patient shall be recorded in the Hematology logbook.
20. Turn-around time for releasing APTT result is within 2 hours.

REFERENCE:

Hematology Handbook for Medical Technologists/Shirley I. Fabian-Cruzada, MSPH, RMT/Philippines

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APPROVAL:

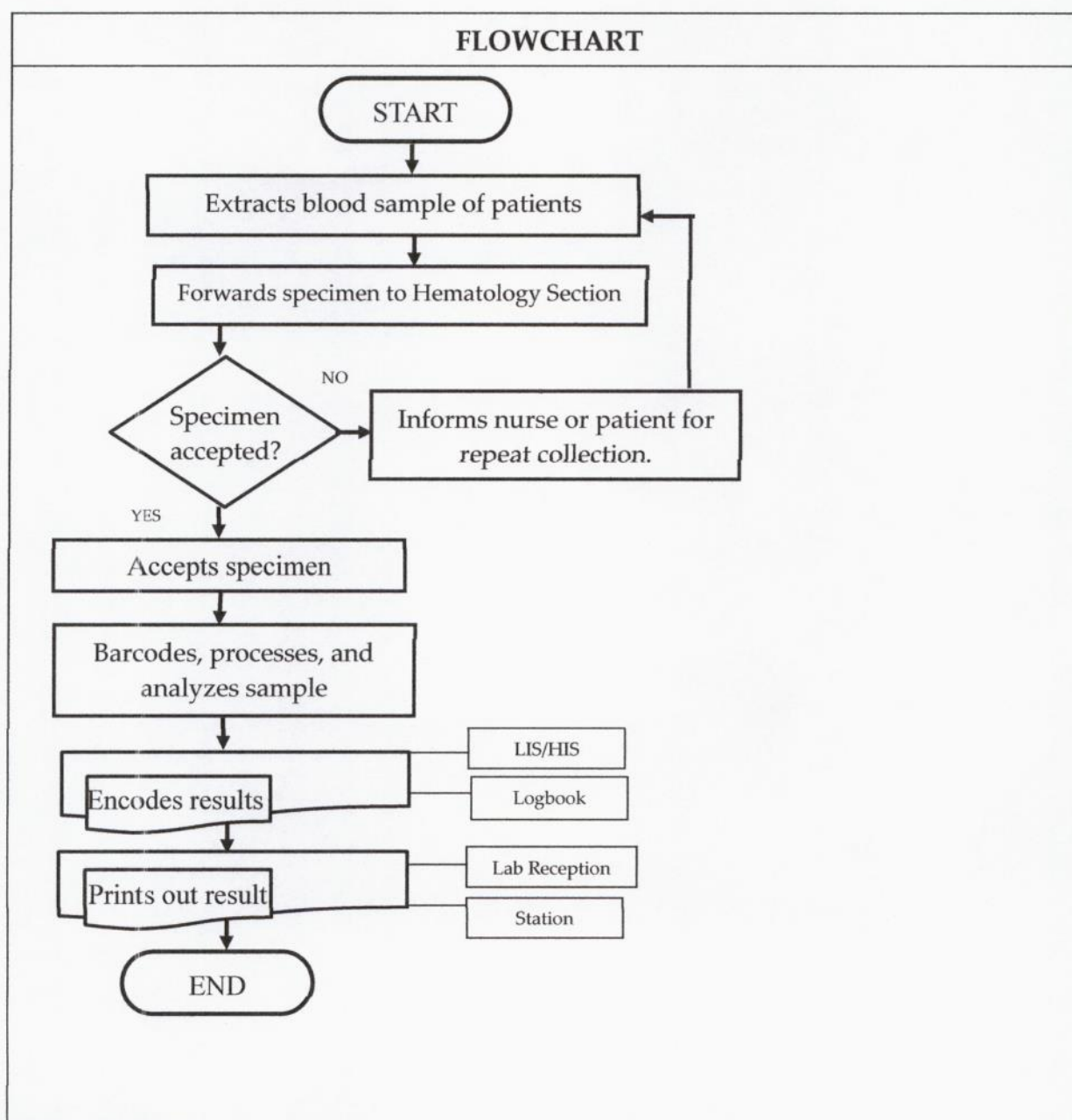
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KEY TASKS	PERSON RESPONSIBLE
1. Encode the request of the patient to BIZBOX system.	Laboratory Clerks and Nurses
2. Extract blood sample from the patients.	Medical Technologist/Nurse
3. Ensure sample is acceptable for testing.	
4. Properly and safely dispose of biohazardous and infectious wastes and materials.	
5. Properly and safely dispose of biohazardous and infectious wastes and materials.	
6. Ensure laboratory equipment is clean, functional and calibrated.	
7. Process and analyze samples. Report result with significant findings.	
8. Release and validate results thru BIZBOX System.	
9. Record results to Hematology logbooks.	
10. Endorse the patient's results to the patient or doctor.	Laboratory Clerks and Nurses

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