 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-57-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Hematology
	Document Title:	<b>COMPLETE BLOOD COUNT (CBC)</b>

### **PURPOSE:**

To describe in detail how to process the Complete Blood Count (CBC) test correctly and always in the same manner. It is a screening procedure that is helpful in the diagnosis of many diseases.

### **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 an EDTA lavender top tube (2mL/0.5mL tube) properly labeled with complete patient's name and date of collection.
4. The blood collected is inverted tip to tip 8-10 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. The Medical Technologist forwards properly the blood sample and patient's request 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 clotted

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-57-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 4
	Department/Section:	Hematology
	Document Title:	<b>COMPLETE BLOOD COUNT (CBC)</b>


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

sample is subject for repeat blood collection and the medical technologist, nurse in-charge or the patient will be informed immediately.

7. 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 upper, bottom 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*

8. For patients with pink form or with temporary request, names are logged into a list. An ID number is assigned and written on the patient's request.
9. The Medical Technologist attaches the barcode sticker properly to its corresponding tube.
10. The Medical Technologist properly loads the blood samples on the rack & presses Start.  
*\*for samples with 1-2mL volume – load using rack mode*  
*\*for samples with less than 1mL volume or with temporary request – use stat/manual mode*
11. The Medical Technologist checks the abnormal results or with flaggings displayed by viewing the smear, delta checking, rerun the blood sample or repeat sample collection.
12. Editing is done if needed before validation. Results are auto-transferred in the HCLAB LIS then released in the BIZBOX HIS.
13. 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.

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-57-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 4
	Department/Section:	Hematology
	Document Title:	<b>COMPLETE BLOOD COUNT (CBC)</b>


14. Names and results of patient shall be recorded in the Hematology logbook.

15. Turn-around time for releasing CBC result is within 2 hours.


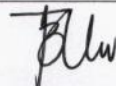
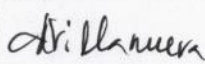
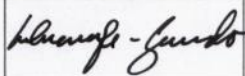

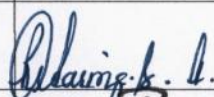

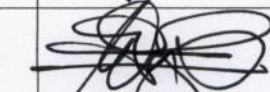
**REFERENCE:**

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



 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-E-57-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	4 of 4
	Department/Section:	Hematology
	Document Title:	<b>COMPLETE BLOOD COUNT (CBC)</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>REDABELLE DIONEIO-SEGOVIA, RMT</b> Section Head, Hematology		07-06-2022
Verified:	<b>TIFFANY B. VILLANUEVA-COO, RMT</b> OIC - Laboratory Manager		7-6-2022
	<b>MONICA B. VILLANUEVA, RMT, PhD</b> Laboratory Manager		7-6-2022
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology		7-6-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		07-06-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MAN, PhD</b> Ancillary Division Officer		07.06.2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/8/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/11/22

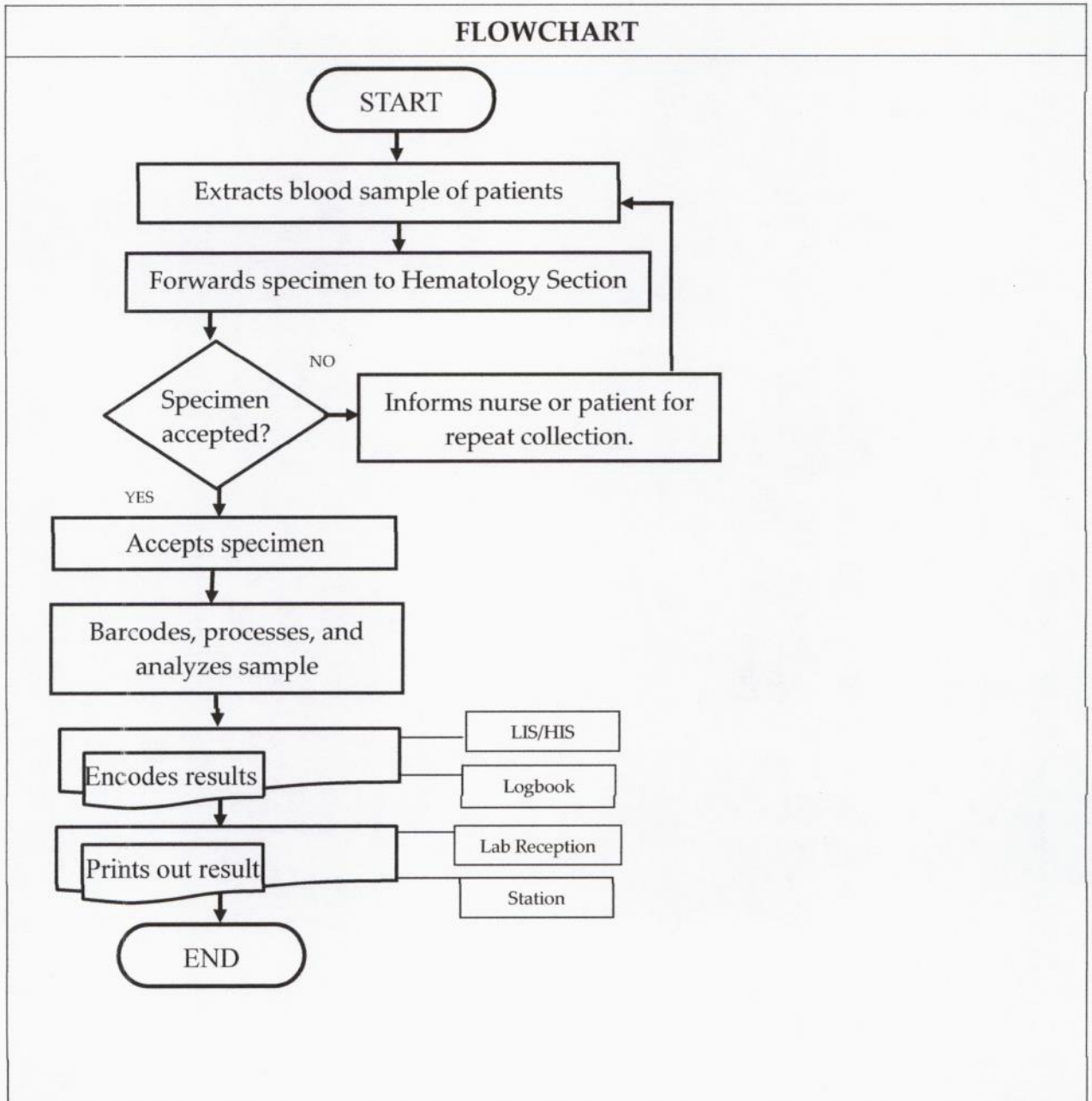



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

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

Document Code:	DPOTMH-E-57-P01-FC01
Effective Date:	06-30-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Hematology
Document Title:	<b>COMPLETE BLOOD COUNT (CBC)</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-57-P01-FC01
	Effective Date:	06-30-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Hematology
	Document Title:	<b>COMPLETE BLOOD COUNT (CBC)</b>


**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>REDABELLE DIONEIO-SEGOVIA, RMT</b> Section Head, Hematology	<i>[Signature]</i>	07-06-2022
Verified:	<b>TIFFANY B. VILLANUEVA-COO, RMT</b> OIC - Laboratory Manager	<i>[Signature]</i>	7-6-2022
	<b>MONICA B. VILLANUEVA, RMT, PhD</b> Laboratory Manager	<i>[Signature]</i>	7-6-2022
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology	<i>[Signature]</i>	7-6-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor	<i>[Signature]</i>	07-06-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MAN, PhD</b> Ancillary Division Officer	<i>[Signature]</i>	07.06.2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division	<i>[Signature]</i>	7/5/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO	<i>[Signature]</i>	9/11/22


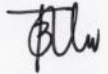
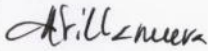
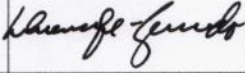

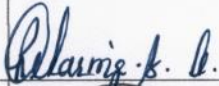




 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-E-57-P01-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Hematology
	Document Title:	<b>COMPLETE BLOOD COUNT (CBC)</b>

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 Technologists
3. Ensure sample is acceptable for testing.	
4. Process and analyze samples.	
5. Release and validate results thru BIZBOX System.	
6. Record results to Hematology logbooks.	
7. Endorse the patient's results to the patient or doctor.	Laboratory Clerks and Nurses

 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	
	Document Code:	DPOTMH-E-57-P01-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	2 of 2
	Department/Section:	Hematology
		Document Title: <b>COMPLETE BLOOD COUNT (CBC)</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>REDABELLE DIONE-SEGOVIA, RMT</b> Section Head, Hematology		07-06-2022
Verified:	<b>TIFFANY B. VILLANUEVA-COO, RMT</b> Laboratory Manager		7-6-2022
	<b>MONICA B. VILLANUEVA, RMT, PhD</b> Laboratory Manager		7-6-2022
	<b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b> Chair, Department of Pathology		7-6-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		07-06-2022
Recommending Approval:	<b>ROSARIO D. ABARING, MAN, PhD</b> Ancillary Division Officer		07.06.2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/8/22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/11/22