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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Hematology
	Document Title:	<b>CORD BLOOD COLLECTION</b>

### **PURPOSE:**

To establish guidelines in collecting umbilical cord blood for Laboratory diagnostic procedure and analysis.

### **SCOPE:**


This procedure is applicable to all Medical Technologists (Medical Laboratory Scientists), Pathologists, Medical Doctors, Nurses, Medical Trainees, Laboratory Clerks

### **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. 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 sample is subject for repeat blood collection and the medical technologist, nurse in-charge or the patient will be informed immediately.
6. 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

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Identification (PID) number (located at the bottom or back part of the request) or click Find Patient Order icon and enter patient's complete name to search for the PID.

7. *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. Results of all parameters are displayed and copied in the machine's monitor.
12. 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.
13. Editing is done if needed before validation. Results are auto-transferred in the HCLAB LIS then released in the BIZBOX HIS system.
14. The Medical Technologist/Laboratory Clerk prints out results for outpatients at the reception area upon presentation of the Official Receipt (OR) and results for admitted patients can be viewed and printed out by nurses to its respective stations.
15. Names and results of patient shall be recorded in the Hematology logbook.

#### **REFERENCE:**

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



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KEY TASKS	PERSON RESPONSIBLE
1. Encodes the request of the patient to BIZBOX system.	Laboratory Clerks and Nurses
2. Extracts blood sample from the patients.	Medical Technologist/Nurse
3. Ensures sample is acceptable for testing.	
4. Disposes properly and safely biohazardous and infectious wastes and materials.	
5. Forwards properly the patient's request with the results and his name initials to the Hematology Section for encoding in the system.	
6. Processes and analyzes samples.	
7. Releases and validates result thru BIZBOX System.	
8. Records result to Hematology logbooks.	
9. Endorses the patient's results to the patient or doctor.	Laboratory Clerks and Nurses



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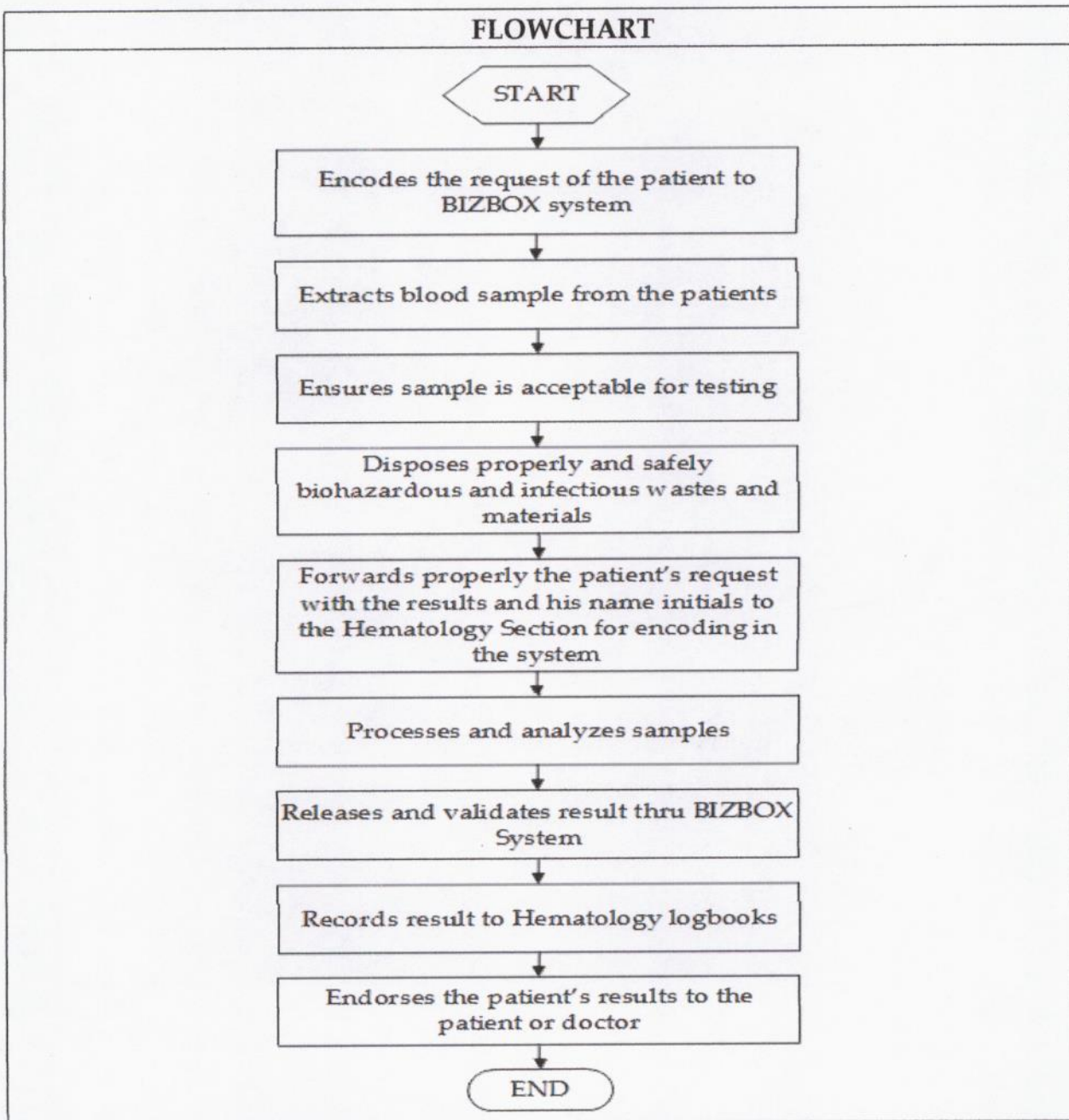


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## FLOWCHART





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