 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P11-S02
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
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	Document Title:	<b>REQUESTING LABORATORY EXAMINATIONS (STOOL, URINE, SPUTUM)</b>

### **PURPOSE:**

1. To provide guidelines for the safe and quality performance of all laboratory examinations.
2. To establish a process flow in requesting laboratory examinations.

### **SCOPE:**

Applies to all Nursing Service Division (Department/Section/Unit) Staff of Dr. Pablo O. Torre Memorial Hospital

### **PERSON RESPONSIBLE:**


Staff Nurse, Medical Technologist, Nursing Attendants/Ward Clerks, Medical Doctors, & Nursing Students supervised by the Riverside College Inc. Clinical Instructor

### **GENERAL GUIDELINES:**

1. All examinations performed to the patient shall be ordered by the Attending Physician or Resident-on-duty in the patient's charts.
2. Registered Nurse shall transcribe and carry out doctor's orders.
3. Policy in using two (2) patient identifiers shall be followed.
4. Proper handling and transport of specimen shall be observed.

### **PROCEDURE:**

- 1 Nurse-on-duty/Nursing Attendants/Ward Clerk/ Nursing Student supervised by RCI Clinical Instructor checks the Doctor's order and identifies the patient's chart correctly.
- 2 Nurse-on-duty/Nursing Attendants/Ward Clerk/ Nursing Student supervised by RCI Clinical Instructor fills up the data in the laboratory request form and attach directly on the specimen container/bottle.

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- 3 Nurse-on-duty/Nursing Attendants/Ward Clerk/ Nursing Student supervised by RCI Clinical Instructor places the specimen collected in the specimen box.
- 4 Nurse on duty/ Nursing Attendants/Ward Clerk/ Nursing Student Supervised by RCI Clinical Instructor encodes the ordered laboratory exam in the Hospital Information System (HIS).
  - 4.1 The specific details of the requested exam and special considerations will be encoded in the remarks portion.
  - 4.2 The name of the requesting physician should be specified in the request.
- 5 Nurse on duty/ Nursing Attendants/Ward Clerk/ Nursing Student Supervised by RCI Clinical Instructor brings the specimen collected to the laboratory.
- 6 Nurse on duty/ Nursing Attendants/Ward Clerk/ Nursing Student Supervised by RCI Clinical Instructor logs the data on the log book provided in the area.
- 7 Nurse on duty/ Nursing Student Supervised by RCI Clinical Instructor waits for the result to be encoded in the Hospital Information System (HIS).
- 8 Nurse on duty/ Nursing Student Supervised by RCI Clinical Instructor prints and relay the results once available.



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### APPROVAL:

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse		6/9/22
Verified by:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development		6/9/22
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		6/15/22
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		6/23/22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		6/28/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Division Officer		6/30/22
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		7/5/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		



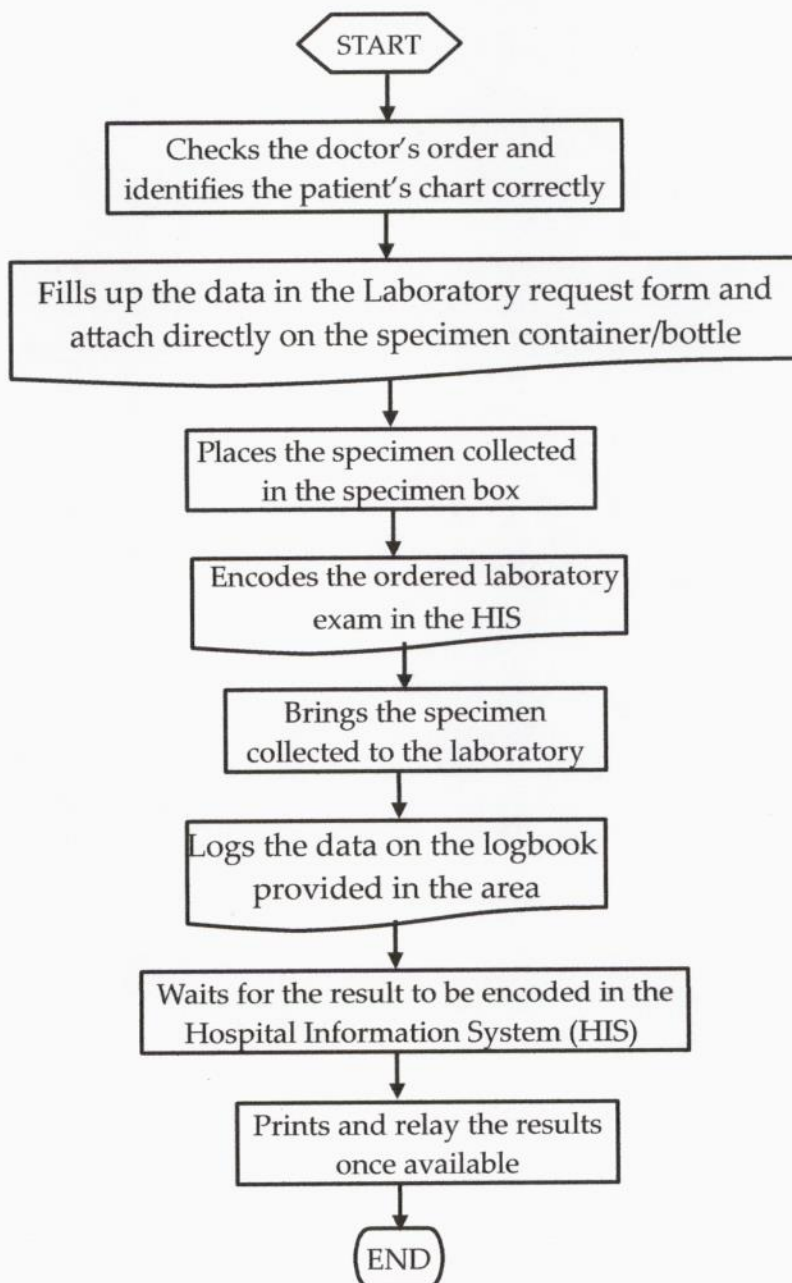



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

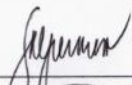

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## FLOWCHART



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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		

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KEY TASKS	PERSON RESPONSIBLE
1. Checks the doctor's order and identifies the patient's chart correctly.	Staff Nurse/Nursing Student supervised by RCI Clinical Instructor
2. Encodes the ordered laboratory exam in the computer.	
3. Collects, sends and logs the specimen at the laboratory Department	
4. Waits for the result to be encoded in the Hospital Information System (HIS).	
5. Prints and relay the results once available.	
6. Checks the doctor's order and identifies the patient's chart correctly.	Nursing Attendants/Clerk
7. Encodes the ordered laboratory exam in the computer.	
8. Collects, sends and logs the specimen at the laboratory Department	
9. Orders the examination needed	Medical Doctors



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	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		
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