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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Hematology
	Document Title:	ANTI-THROMBIN III (AT III)

PURPOSE:

To establish guidelines in collecting sample for Anti-Thrombin III for Laboratory diagnostic procedure and analysis. It is a test that measures the activity (function) and the amount (quantity) of AT in the blood. It helps to investigate the cause of recurrent inappropriate blood clotting.

SCOPE:


This procedure is applicable to 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 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 under filling or overfilling and is inverted tip to tip 3-4 times gently for adequate mixing and to avoid hemolysis and destruction of chemical elements. Test shall be performed within two hours after blood collection.
5. 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.
6. Blood sample shall be centrifuged at a 4000 rpm for 20 minutes to ensure that the plasma is platelet poor.

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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 3
	Department/Section:	Hematology
	Document Title:	ANTI-THROMBIN III (AT III)


7. In the HCLAB LIS, 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 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. The Medical Technologist logs into a list the patient name. 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.
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 or rerun the blood sample or correlate result to patient's anticoagulant therapy.
13. Editing is done if needed before validation. Results are auto transferred in the HCLAB LIS then released in the BIZBOX HIS.
14. The Medical Technologist prints out results for 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.
15. Names and results of patient shall be recorded in the Hematology logbook. Turn-around time for releasing AT III result is within 3 hours.


REFERENCE:

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


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	Page Number:	3 of 3
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APPROVAL:

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

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	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Hematology
	Document Title:	ANTI-THROMBIN III (AT III)

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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Prepared by:	REDABELLE DIONE-SEGOVIA, RMT Section Head, Hematology	<i>[Signature]</i>	07-06-2022
Verified:	TIFFANY B. VILLANUEVA-COO, RMT Laboratory Manager	<i>[Signature]</i>	7-6-2022
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	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology	<i>[Signature]</i>	7-6-2022
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	FREDERIC IVAN L. TING, MD OIC - Total Quality Division	<i>[Signature]</i>	7/8/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

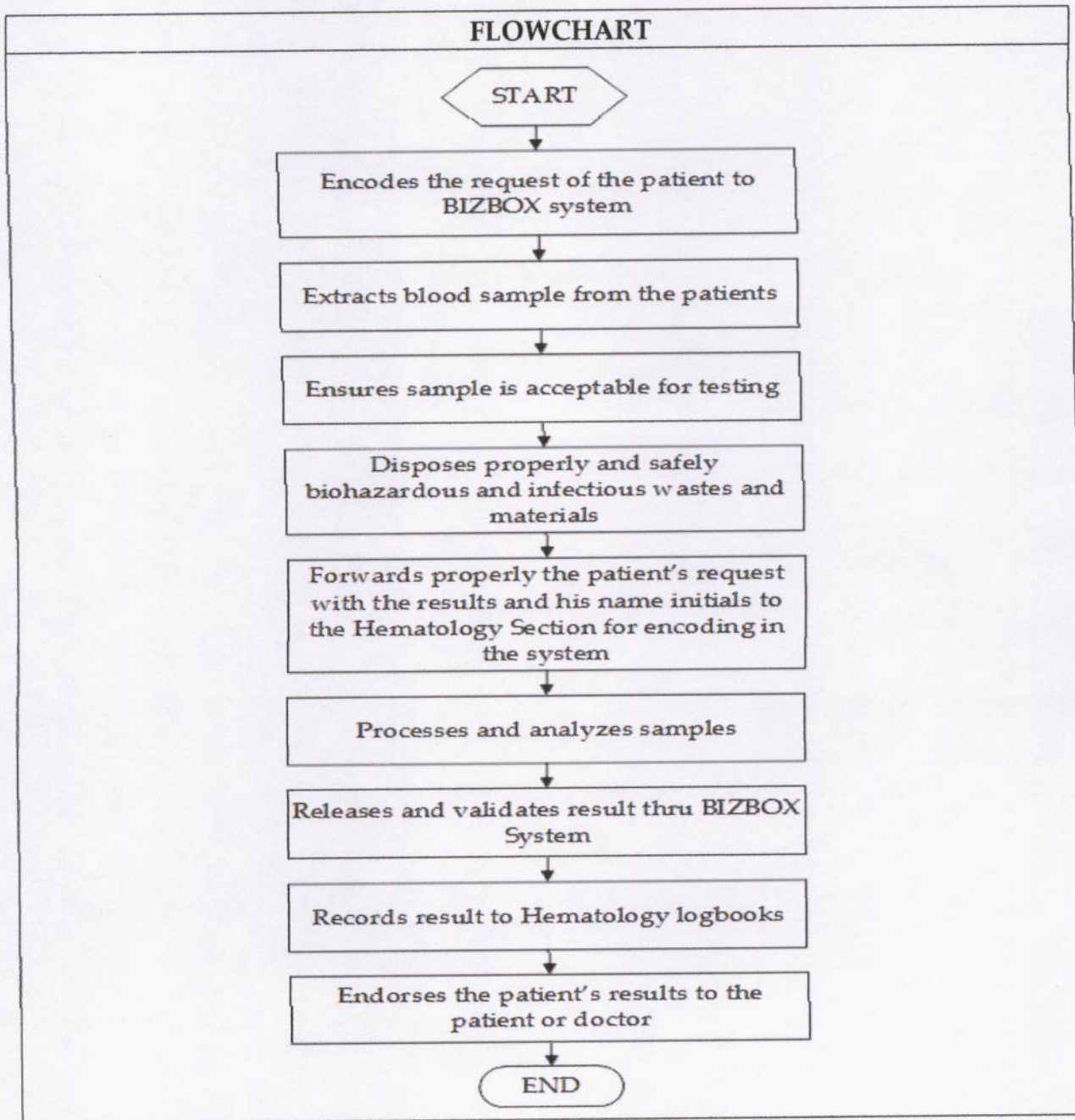



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Document Code:	DPOTMH-E-57-P01-FC19
Effective Date:	06-30-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Hematology
Document Title:	ANTI-THROMBIN III (AT III)


FLOWCHART



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		Page Number:	2 of 2
		Department/Section:	Hematology
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Prepared by:	REDABELLE DIONE-SEGOVIA, RMT Section Head, Hematology	<i>[Signature]</i>	07-06-2022
Verified:	TIFFANY B. VILLANUEVA-COO, RMT Laboratory Manager	<i>[Signature]</i>	7-6-2022
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	MELANIE ROSE B. ZERRUDO, MD, FPSP Chief, Department of Pathology	<i>[Signature]</i>	7-6-2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	07-06-2022
Recommending Approval:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer	<i>[Signature]</i>	07-06-2022
	FREDERIC IVAN L. TING, MD OIC-Total Quality Division	<i>[Signature]</i>	7/6/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Hematology
	Document Title:	PROTHROMBIN TIME (PT)

PURPOSE:

To describe in detail how to process the Prothrombin Time (PT) test correctly and always in the same manner. It is used to evaluate the adequacy of the extrinsic system and common pathway in the clotting mechanism and frequently used to follow the course of oral anticoagulant therapy.

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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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 4
	Department/Section:	Hematology
	Document Title:	PROTHROMBIN TIME (PT)

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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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	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 4
	Department/Section:	Hematology
	Document Title:	PROTHROMBIN TIME (PT)

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 PT 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 PT result is within 2 hours.


REFERENCE:

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


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APPROVAL:

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

 <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-WI04
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 2
	Department/Section:	Hematology
	Document Title:	PROTHROMBIN TIME (PT)

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. Ensures laboratory equipment is clean, functional and calibrated.	
6. Processes and analyzes samples. Reports result with significant findings.	
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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APPROVAL:

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Prepared by:	REDABELLE DIONE-SEGOVIA, RMT Section Head, Hematology	<i>[Signature]</i>	07-06-2022
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

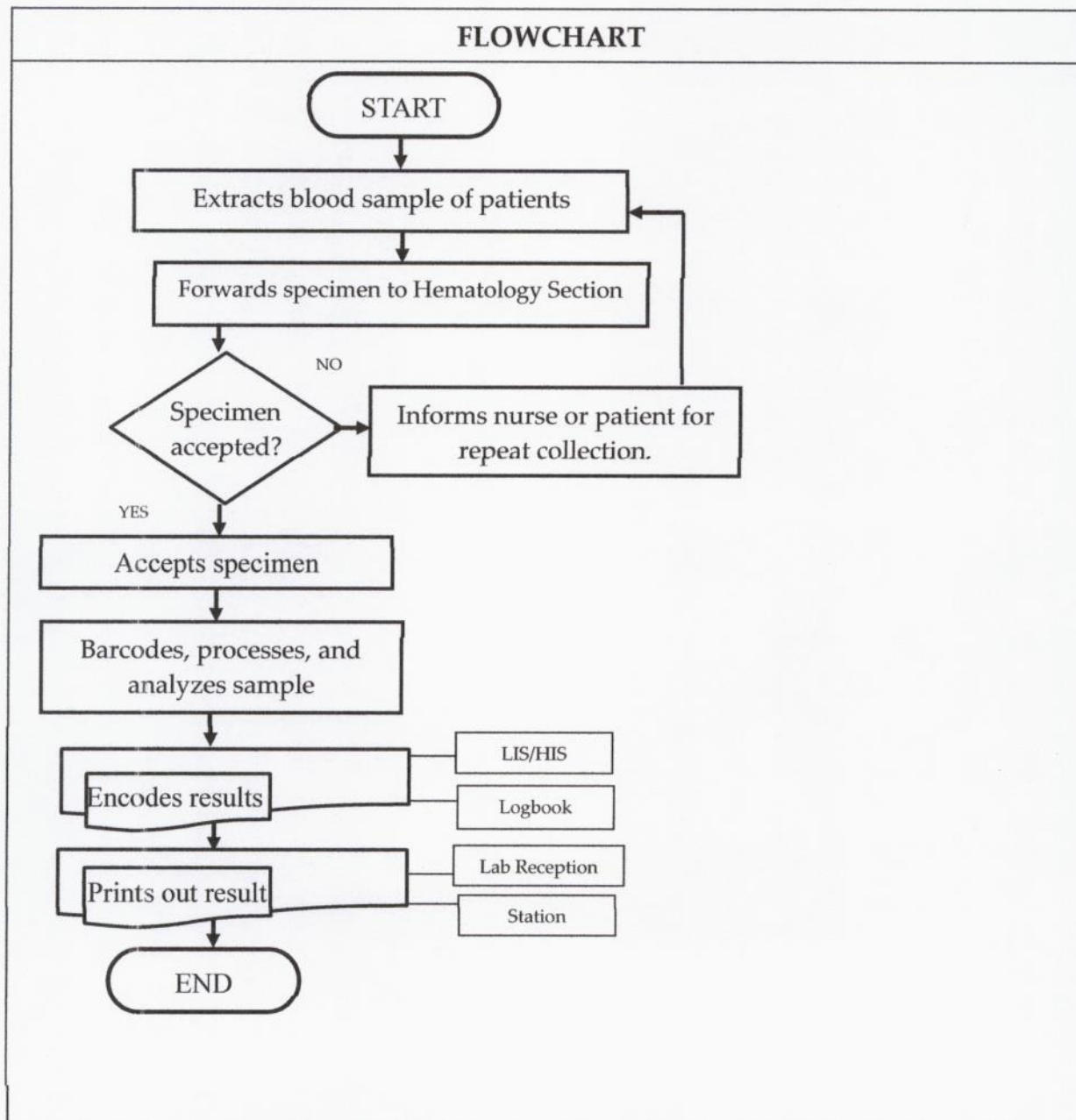



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Effective Date:	06-30-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Hematology
Document Title:	PROTHROMBIN TIME (PT)

FLOWCHART



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Verified:	TIFFANY B. VILLANUEVA-COO, RMT Laboratory Manager	<i>T. Villanueva</i>	7-6-2022
	MONICA B. VILLANUEVA, RMT, PhD Laboratory Manager	<i>M. Villanueva</i>	7-6-2022
	MELANIE ROSE B. ZERRUDO, MD, FPSP Chair, Department of Pathology	<i>Melanie Rose B. Zerrudo</i>	7-6-2022
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>D. Escalona</i>	07-06-2022
Recommending Approval:	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer	<i>R. Abaring</i>	07-06-2022
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division	<i>F. Ting</i>	7/6/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		