

Completing request forms.

Please remember our staff deal with hundreds of requests every day. We don't know which patient this is, what sample, which tests, who you are, where you are working, or where you want results returned to **unless you tell us clearly on the form.**

Please use the correct form for the tests you are requesting to ensure the samples go promptly to the correct department.

Example of a completed Biochemistry/Haematology form.

Date/time of sample: important if multiple samples are being taken, and also saves time and effort chasing up abnormal results that could be due to a sample being too old.

Patient ID: essential to safely link the results to the correct patient. If information is unclear or incomplete we cannot make assumptions: patients will end up with multiple entries on the lab system, making it harder to find the results and difficult to compare with previous results, and returning the results to the correct patient's record will be more error-prone.

Clinical information

Brief clinical details and/or reason for request, and any relevant medications (e.g. thyroxine when requesting TFT) are helpful to allow any abnormal results to be followed up appropriately.

Brighton and Sussex University Hospitals IHS Trust		NHS Number	Hospital Number
Royal Sussex County Hospital	Princess Royal Hospital		999004
Lab Number	Specimen Collected	Surname	SMITH
	Date: 22/8/08	Forename	JOHN
	Time: 17.30	D.O.B.	1/1/41 (M) F
Clinical Details		Patient Category	
Chest pain		NHS PP Cat II	
Medication / Drugs	Sample Type	Consultant / GP	Code
Please state date and time of last dose	Venous blood	Dr A Brown	BROA
Digoxin 125mcg		Hospital / Ward / Surgery	Code
		A+E	RAE
		Requested By	Copy to
		B. Jones	
		Signature	Date
		B. Jones	22/8
			Bleep No. 8121
INVESTIGATIONS REQUIRED			
Clinical Chemistry & Immunology		Haematology	
U+E Trop T CK		glucose FBS INR	
PLEASE USE APPROPRIATE FORMS FOR HISTOLOGY / CYTOLOGY / MICROBIOLOGY / VIROLOGY AND TRANSFUSION			

Requestor information
Please use consultant/ GP/ destination codes.

A bleep or contact number saves a lot of time if we need to phone grossly abnormal results, or have a query about the request/sample.

Investigations required

Requests are entered on to the lab system by clerical staff who are not as expert in your field as you are and may not be familiar with unusual tests; please write clearly. Test profiles are available for some clinical situations.