

A Guide to Completing Pathology Request Forms

Microbiology

Laboratory use only			MICROBIOLOGY Please use the ball point or place sticky labels on all copies	
4	Specimen collected	Date 12/06/18	Time 10.20	Last Name PRINT JONES - SMITH
	Specimen taken by PRINT NAME or CODE	XFARC		First Name PRINT ETHLERED
	Specimen	WOUND SWAB	Investigation	C&S
	Urine	MSU <input type="checkbox"/>	Catheter <input type="checkbox"/>	Other (specify)
5	MRSA screening	Elective <input type="checkbox"/>	Emergency <input type="checkbox"/>	Other <input type="checkbox"/>
	Relevant Clinical Details:- e.g pregnant, diabetic, travel history, lifestyle			
	LOWER LEFT LEG WOUND NOT HEALING			
6	Requesting practitioner PRINT NAME	C. FARLEY		Male <input type="checkbox"/>
	And contact details	07124 777992		Date of Birth DD/MM/YY 29/02/56
ANTIBIOTIC THERAPY				NHS Number (or hospital number if not available)
Intended				4256591709
Current				Patient's home address 14 THE BUILDINGS SOMEWHERE OVER THE RAINBOW
Given in the last 72 hours				Post code STAR DUST.
STATE WHICH ANTIBIOTICS:-				Category NHS <input checked="" type="checkbox"/> Category 2 <input type="checkbox"/> Private <input type="checkbox"/>
CIPROFLOXACIN				PATIENT LOCATION & DESTINATION/S OF REPORT
				Either:- GP name, not initials GP practice
				DR C FARLEY TRUMPTON
				Or:- Consultant name, not initials Hospital and Ward
				Additional copy of report, if required, to be sent to:-
				DR F SMITH, UROLOGY DEPT RD+E
<p>NHS Northern Devon Healthcare NHS Trust</p> <p>IF URGENT REQUEST - 09.00-17.30 weekdays you MUST telephone 322328, out-of-hours On-Call via switchboard 322577 (please tick <input type="checkbox"/>)</p> <p>Telephone, Microbiology Laboratory 01271 322799 Consultant Microbiologist Bleep 193 Fax (01271)322328</p> <p>Department of Pathology, North Devon District Hospital, Raleigh Park, BARNSTAPLE, EX31 4JB</p>				

- Three Key Identifiers** must be entered, clearly indicating whom the patient of the sample is from: include both first and last names. (Abbreviated or preferred names are not acceptable). D.O.B . Either the NHS OR Trakcare number. Male/Female information is important as some infections follow different courses by gender affecting treatment. Computerised systems may also assign gender specific reference ranges to certain results
The address is not a key identifier however if present can help with patient identification.

The address is not considered a key identifier, although if present it is used by the laboratory to help confirm patient identity.

Request forms without the required three key identifiers or with incorrect information will be REJECTED.
(See specimen acceptance policy for full details)
- These boxes inform the lab staff whom might need a copy of the report and where to send it. This is specifically important if the requesting practitioner acts in a Locum capacity in various locations. In this instance both the name and location to send the report must be included. If not completed correctly the results will only be available on the pathology computer system.
- Additional copies of reports will be sent to named persons entered in this field. Please put significant information as An address to e.g 'Dr Smith, Exeter hospital' is not sufficient and would not be sent. Whereas, 'Dr F. Smith, Urology Dept, RD+E ' is sufficient.
- Indicating the type and site of specimen is important as related clinical advice and treatment could vary. Specimen collection dates and times are an important part of the specimen record, and affect the order of tests displayed in the computer system along with turnaround time calculations.
- Relevant clinical details are vital. Without them, the laboratory may not process the specimen.
- Current or intended antibiotic therapy will allow a tailored report to be issued, where antibiotic treatment is indicated, based on culture and sensitivity results.