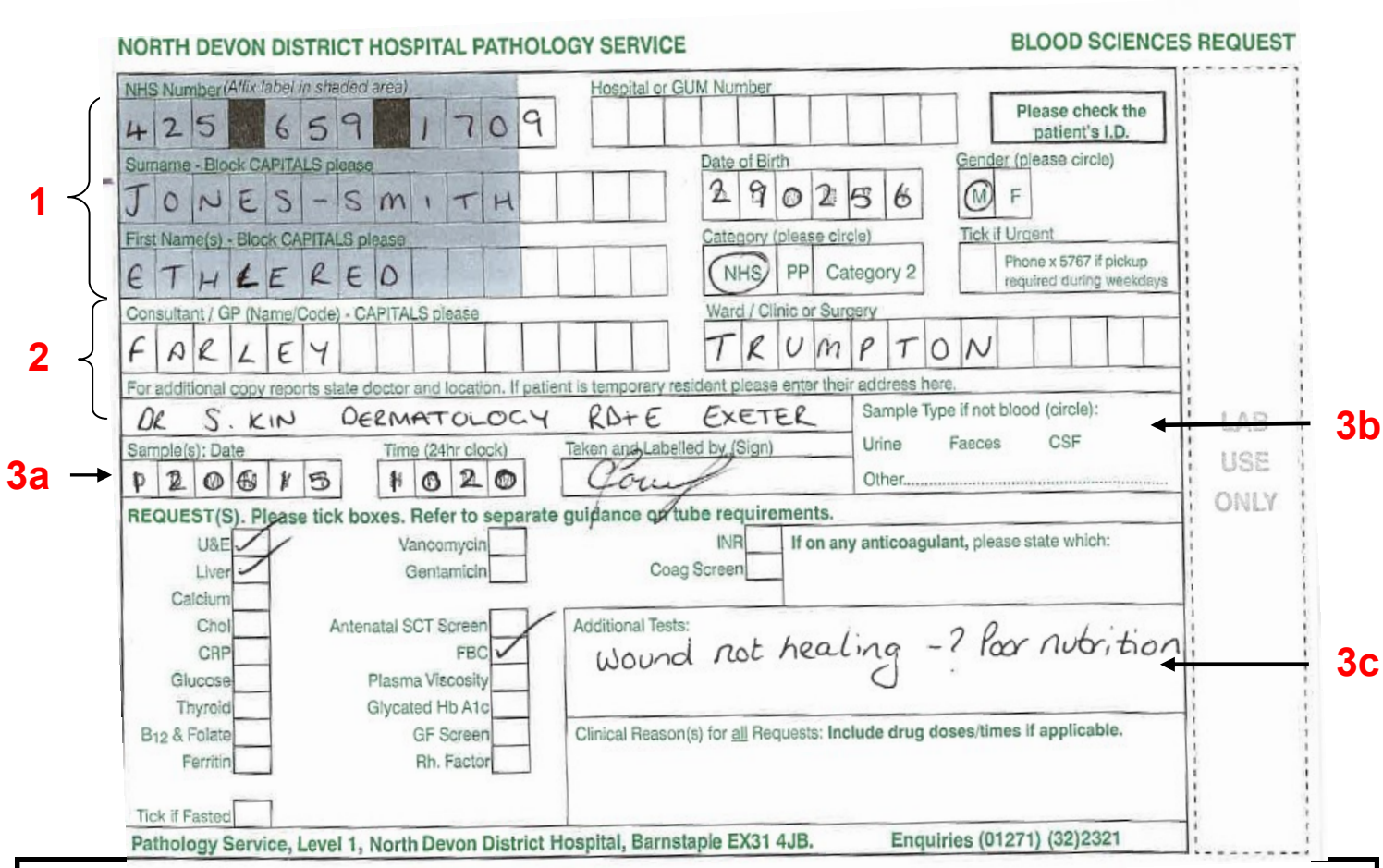
A Guide to Completing Pathology Request Forms

Biochemistry & Haematology



1. **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. Gender information is regarded as being essential as computerised systems may assign gender specific reference ranges to results.
The address is not a key identifier however if present can help with patient identification

Request forms without the required three key identifiers or with incorrect information will be **REJECTED**.
(See specimen acceptance policy for full details)

2. These boxes inform the lab staff whom might need a copy of the report and where to send it to. 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, IF there is sufficient information to address an envelope e.g 'Dr Kin, Exeter hospital' is not sufficient and would not be sent. Whereas, 'Dr S. Kin, Dermatology Dept, RD+E ' is sufficient.

3a. Please ensure you fill in all these boxes, specimen collection dates and times are an important part of the specimen record, and affect the order of tests displayed in the computer system.

3b. Indicating the type of specimen is important as reference ranges or pathology clinical advice will vary.

3c. Clinical details are vital. Without them, the laboratory may not process the specimen.