

How to complete the Microbiology/Serology/Virology Request Form

Complete all sections of the request form clearly & legibly – **addressograph labels** can be used providing they contain **adequate patient information**. Any information below that is not on the label should be hand written in the sections provided

Please request all required tests. MRSA screen, Chlamydia etc are not routinely tested unless specifically requested

Please indicate **Specimen Type**, Swab, urine or fluid is insufficient as different sites are treated differently

Make sure the **location of the request** is clearly indicated and the **requesting Consultant/GP** has been given

If a **copy report** is required please give details here

Date of collection is vital to determine significance of isolates. Old specimens are often of no value

Date of Onset of illness is important for many serology tests

Practitioner to complete legibly **important** if we need to contact someone concerning the request

Antibiotics – please state any antibiotics given or about to start

Time of collection is important for antibiotic levels and some serology tests

Clinical Details are vital for test selection & correct interpretation of results. Please state relevant underlying disease, symptoms & any foreign travel including country. Also state time of last dose and next dose for antibiotic levels

Back of Form

Complete forms legibly - if using addressograph labels remember to provide details of ward and consultant

WE CAN RESPOND ONLY TO WHAT WE CAN READ

Use red top vacutainer for bloods for Hepatitis, HIV and other serology

LABORATORY HOURS
 Mon - Fri 0830 - 2000
 Sat - Sun 0830 - 1700

TELEPHONE NOS:
 SEE SPS WEBSITE FOR RELEVANT CONTACT NUMBERS.

ON CALL MLSO (Contact MPH Switchboard 01823 333444)

HEALTH & SAFETY PRECAUTIONS. SPECIMEN HANDLING
 If you drop and break a specimen do not touch it or try to clear up the mess. Stay with the specimen to prevent other people touching it and send someone to the laboratory for help.
 If you cut or prick yourself or have an accident with a specimen, however small, immediately inform Staff Occupational Health Service.

PATIENT INFORMATION
 The laboratory regrets that due to medico-legal considerations we cannot examine unlabelled or leaking specimens. Please ensure that both the request form and sample are clearly labelled with your details and container lids are securely fastened.

FOR FURTHER DETAILS ON TESTS AND SERVICES SEE PATHOLOGY HANDBOOK/WEBSITE

Place specimens in bag, remove protective strip, fold onto bag and seal firmly

MICROBIOLOGY TEST