

DR. BABA SAHEB AMBEDKAR HOSPITAL
(GOVT. OF NCT OF DELHI)
SECTOR VI, ROHINI, DELHI—85

F.16(120)/2017/Misc correspondence/BSAH

ADVISORY

Dated:
26 SEP 2018

Guidelines for receiving of samples in Pathology & Biochemistry Department

In order to avoid sampling error, it has been decided that following SOPs must be followed during collection and sending the samples:

1. All requisition forms for any investigation should be completely filled in all respect and signed & stamped by concerned doctor and cross checked by the person who is sending it.
2. All the requisition forms should have correct C.R No, OPD Registration no.
3. All the sample vials & containers should be labelled with Name, C.R. No. and the type of sample & Name of the test prescribed and should match with the details on the requisition forms with full signature, Name and Stamp of the Doctor, as well as Name of Unit I/C.
4. For Histopathology / Cytopathology (FNAC etc) requisition forms should be complete with history of the patient, name, CR No., Dr Name, Unit I/C, stamp of referring doctor. The container should also be labelled with complete patient details. NO CUTTING / overwriting is permitted & such cases, sample will be returned back.
5. In case of CBC Sample / HBA1C / HPLC for Thalassemia, if sample found clotted or having micro clots, sample will not be given back & only requisition slip mentioning clotted sample will be given back.

In case of HPLC for Thalassemia, History of recent blood transfusion within 3 months is to be mentioned on requisition slip.

This issues with prior approval of Medical Superintendent.

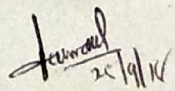
Dr Ashok Jaiswal
Add. Medical Superintendent (I)

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Copy to:-

1. PS to MS for information
2. AMS(A), AMS(P), AMS(OPD), DMS(S), DMS(A)
3. All clinical HOD's
4. HOD Blood Bank/ Pathology/ Microbiology
5. DNS/ANS – for all Senior Nursing Officers (ward/OT, Labour Room)
6. System Analyst- for uploading of hospital website
7. Notice board

Dated:
26/9/18


Dr Ashok Jaiswal
Add. Medical Superintendent (I)