

# Form Filling

- All data should be clear, readable with full name of the patient with surname.
- In case of indoor patients MRD of indoor case should be mentioned for all further communication.
- Age should be exact and should not vary in all the forms.
- Address is important to maintain malaria data.
- Past History should include relevant clinical history, clinical details and clinical diagnosis.

# Sample

- Hematology samples have to be processed and reported within 6 hours. It should be taken care that the samples reach within 4 hours to ensure efficient usage of resources.
- The time of collection of sample is to be recorded on request form as per NABL guidelines.
- Clinical pathology processing should be done within 2 hours so sample should reach as early as possible

# Sample Requisites

- Collection of sample is to be done in proper vacuette.
- The graduations are provided on vacuette for the amount of sample to be taken for hematology and clinical pathology. Follow the markings for appropriate filling.
- Histology samples are to be stored in 10% Formalin provided by us. The volume of formalin should be enough to submerge the specimen in it

# Sample Requisites

- The time of sample collection is to be mentioned on the forms. In case of time lapse of more than 48 hours Immunohistochemistry results are considered invalid.
- Samples should be properly preserved as early as possible to avoid autolysis.
- Formalin is provided by us and OT staff is trained for its usage.
- Any help required in usage of

# Section Distribution

- **Cytology:** FNA cases should be sent after routine investigations are complete with all the relevant 'clinical findings'.
- **Hematology:** Emergency hours are done at OPD 10 where investigations like Hb, TLC, Platelet count, Malarial Parasite, Fluid(excluding biochemistry, cytology for malignant cells), PT and APTT are done.

- Reporting in emergency cases is done within 2 hours.
- We request you to send genuine urgent cases investigations under the label urgent. This helps us to serve genuine emergencies first.