

CLYDE BIOCHEMISTRY DEPARTMENT

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MEMORANDUM

To: All Wards / Clinics RAH, IRH, Vale of Leven
From: Dr Iain Jones, Consultant Clinical Biochemist
Date: 20/11/18

RE: Identifying patient location when using paper request forms

At times it will be necessary to make requests for tests from the Biochemistry or Haematology laboratory on paper request forms – mainly if Trakcare is not available due to maintenance or a fault.

When using the paper request form it is **essential** that the ward the patient is on and consultant responsible for patient are marked on the form.

Some paper request forms may only have boxes for “GP” and “GP practice number” – please use these spaces to state the patient location and responsible consultant.

Information on the location of the patient is critical to allow significantly abnormal results to be phoned to the location the patient is at. A recent clinical incident occurred when the lab was unable to identify the location of a patient, with the patient being discharged before an abnormal result was seen and needing to be recalled to the hospital.

Iain Jones
Clinical Lead Biochemistry (Clyde)