# Mater Misericordiae University Hospital, Pathology Department

# Service Provision Policy

# for

# General Practitioner

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## 1.0 The Parties to this policy

The parties to this policy are the Mater Misericordiae University Hospital (MMUH) Pathology Department, Dublin and General Practitioners, who require the provision of pathology laboratory investigations from the Hospital.

## 2.0 Duration and Renewal of the Policy

This policy will continue in force until superseded. It is subject to annual review. It will also be reviewed as necessary to reflect any changes in best practice, law, and any substantial organisation, professional or academic changes.

## 3.0 Objective of the policy

The objective of this policy is:

- To formalise the terms of the MMUH Pathology Department service provision to General Practitioners
- To define the Pathology laboratory investigations routinely available to General Practitioners
- To direct General Practitioners using the Pathology Department services, in the procedures and standards required in order for the Pathology Department to provide a safe and effective quality service.
- To outline the Pathology service provided to General Practitioners.

## 4.0 Minimum requirements for General Practice access to Mater Pathology services

**All GP practices accessing Mater Pathology services (current or future) must complete and return the Mater Pathology GP Registration Form (LF-OFF-003) GP Registration Form (Appendix B and available to download at www.mater.ie).**

### 4.1 Requisitioning Pathology Department service and laboratory tests

The Pathology Directorate of the Mater Misericordiae University Hospital is committed to the provision of a quality service to General Practitioners (GPs) and for their adult patients operating and residing, within the immediate vicinity of the Mater Hospital. Samples are processed from adults aged 16 years or older. Samples collected from children under 16 years will not be processed.

GPs should in the first instance utilise the services of the nearest Hospital laboratory to their practice. In the event GPs outside the immediate vicinity of the Mater Hospital choose to utilise the Mater Hospital's Laboratory service, they will be required to complete the GP Registration Form (Appendix B). However, GPs should be aware, that the Mater Hospital may not be in a position to facilitate these requests.

**GP's using the Mater Pathology services are required to adopt Healthlink for electronic ordering and receiving reports electronically**.

The default method for communication of test results from Mater Pathology to GP's will be via Healthlink electronic transmission. Paper-copy reports will only be issued in exceptional circumstances.

All tests in the agreed GP Catalogue are available to order on Healthlink. The current test repertoire available to General Practitioners on Healthlink is determined by the Pathology Consultants, based on best practice guidelines, including the requirements of national programmes. Any laboratory tests that are not listed on Healthlink **are not** routinely available to General Practitioners and a separate application as provided at Appendix C must be completed and submitted by your practice.

Certain tests (e.g. NT-proBNP, Vitamin B12, and Folate) which are available to order electronically on Healthlink require additional information to be made available to the Laboratory. Specific forms must be sent, along with the

Healthlink request, when ordering these tests. Such forms are available to download at GP and Hospital Referrals | Healthcare Professionals | The Mater Hospital under the Pathology/Blood tests section

*Note:*
*From a patient safety perspective Healthlink is the preferred mode as it eliminates potential errors associated with the manual system (5% error rate reported internationally) thus ensuring the correct results are reported on the correct patient in a timely manner. In addition, it mitigates against potential patient data breaches under the new General Data Protection Regulations (EU) 2016/679, which came into force in May 2018. Such data breaches are a higher risk with manual paper based systems.*

*The Healthlink system is only as accurate as the patient data entered into the system by practice staff. Please ensure that all patient data, including patient name, address and DOB, are accurate in both the Practice Management System and the local Healthlink database during the patient visit. The majority of errors detected by Mater Pathology relate to out of date addresses for patients on the local Healthlink database. The Healthlink support team can assist in updating patient demographics in the local Healthlink database to ensure they match what is in the Practice Management System. Maintaining accurate records minimises the risk of non-compliance with our Pathology Specimen acceptance criteria due to incorrect or mismatched patient details.*

### 4.1.1 What to do if a test is required urgently

In the event an urgent report is required, the GP (or their designate) must /contact Central Specimen Reception (CSR, Phone 01 8032375 or 01 8032041) before sending the request. CSR staff will liaise with the relevant Pathology Consultant who will triage the request. The GP must clearly identify the sample requiring urgent analysis by using a red biohazard bag (product code CS06179) when transporting the sample to the laboratory

**4.1.2** All laboratory tests routinely available to General Practitioners can be ordered on Healthlink, by ticking each individual test request box on the electronic order form. Please take a moment to check that all required tests have been ticked prior to confirming the Healthlink order.

**4.1.3 Do not** handwrite any additional tests at the bottom of the Healthlink request form after printing as these tests **may not** be processed by laboratory teams and testing may not be performed.

**4.1.4** Please include relevant clinical details with all laboratory requests. This will assist in the interpretation of laboratory results and guide the requirement for any additional or follow-on testing that may be indicated, especially by abnormal results.

**4.1.5** The Healthlink system will indicate the specimen type(s) required for collection (e.g. EDTA, Serum etc.) and the number of specimens required for the requested laboratory tests.

**4.1.6** The laboratory does not offer an onward referral service for tests ordered by GP's which are not performed at the Mater Misericordiae Hospital (except in exceptional circumstances based on Consultant pre-approval).

**4.1.7 Chronic Disease Management & test requisitioning**

Please be cognisant of the national referral criteria for the GP direct access N-terminal pro-brain natriuretic peptide (NT-proBNP) service. Please ensure that you only refer tests fulfilling the criteria below to the laboratory, to ensure that this service can be continued. Guidance re appropriate testing is available at ntprobnp-interpretative-guidance-and-support-for-primary-care.pdf (mater.ie)

One NT-proBNP test will be facilitated for the first GP Structured Chronic Disease Management registration visit for each patient who has a diagnosis of type 2 diabetes, ischemic heart disease or atrial fibrillation. This is in line with the GP Agreement 2019. An allowance may also be made for individuals who

have a pre-existing clinical diagnosis of one of the above chronic diseases and who are already registered on the Structured Chronic Disease Management Programme but who still require an NT-proBNP test to establish a baseline for their condition.

Outside of these criteria, an NT-proBNP may be ordered in the following circumstances, where the GP feels it's clinically indicated;

- For investigation of a patient who has one of the above diagnoses and presents with deterioration in symptoms; consistent with heart failure; and
- As part of the investigative work up of a patient who presents with symptoms consistent with heart failure.

Please use the NT-proBNP Request Form, clinical indication and information for all such requests. The form is available at GP and Hospital Referrals | Healthcare Professionals | The Mater Hospital

### 4.1.8 Patient Identification

General Practice staff must have a system in place to positively identify the patient before taking laboratory specimens and labelling them. Responsibility to ensure that pre-collection requirements have been met (e.g. fasting) also lies with the General Practice staff. Refer to information in 'Blood sample collection for GP's' (available in GP Referral section of mater.ie).

In cases where more than one blood specimen is to be taken from a patient, there is a recommended sequence in which specimens must be taken. Please consult the document titled 'Order of draw for GPs' (available in GP Referral section of mater.ie).

### 4.1.9 Labelling patient samples

Each patient sample submitted to Mater Pathology for analysis must have a legible minimum data set recorded. The minimum data set is;

- Forename (s)
- Surname
- Date of birth
- Gender
- Date of collection
- Time of collection

Any sample which does not display this minimum data set in a legible fashion will be rejected for analysis and a report will be issued to the requesting GP outlining the indication for rejection. Refer to Pathology Specimen Acceptance criteria (available in GP Referral section of mater.ie).

**4.1.9.1** The use of printed labels produced by the GP Practice management system, that are suited to the sample container size, are the preferred labelling method, as it improves the transfer of accurate and legible information.

**4.1.9.2** Addressograph/patient labels must clearly distinguish between patient surname and patient forename(s).

**4.1.9.3** The patient's surname and forename(s) must be clearly identified.

**4.1.9.4** The date and time of specimen collection is required to identify aged/compromised samples that may give erroneous results and potential clinical mismanagement. The time of collection of the specimen is essential to enable appropriate interpretation of results for example, in dynamic function testing, to identify peak and trough or pre- and post-treatment specimens or where diurnal variation and circadian rhythms are important.

### 4.1.10 Additional specimen labelling information

All non-blood samples must, in addition to the above, have the sample type or site, as appropriate, recorded on the sample container (e.g. MSU, Ear Swab).

### 4.1.11 Mandatory Paper Request Form details

On the very rare occasion when orders for laboratory tests not currently available in Healthlink must be submitted, GP's must complete and submit 'MF-GEN-070: GP Request Form for a test not available on GP catalogue' (see Appendix C) available at the mater.ie website (please click on GP Referrals under the "Healthcare Professionals" section on www.mater.ie). Such requests will be assessed on a case-by-case basis by the relevant Pathology Consultant (or their designate) to determine its suitability for the patient, based on the clinical details provided. Actions may include rejection of the test request and a report will be issued to the requesting GP outlining the indication for rejection.

Patient details on the request form must match those on the sample(s) submitted. Blank or incomplete request forms are not acceptable and will result in specimen rejection. A repeat sample will be required which inconveniences your patients and delays test results.

**4.1.11.1** The Request Form accompanying the sample/specimen must be legibly written. The legibility of the manual request form is vital to ensure all patient details are accurate. A clearly typed or printed (use of block capitals) request form must be sent to reduce the risk of errors in patient identification, test selection or location.

**4.1.11.2** The Request form must include a minimum dataset which consists of:

- Patient's Full Name (Forename(s) and Surname)
- Patient's Date of Birth
- Gender
- Patient's Address
- Laboratory Investigation(s) required
- Requesting Doctor's name and address
- Requesting Doctor's contact details for urgent requests

- Sample type/site recorded on the form (e.g. MSU, Sputum, Ear Swab*),* if a non-blood sample
- Any patient preparation conditions, such as, fasting
- The date of collection of the specimen is required
    - This can help to identify delayed analysis which may lead to erroneous results.
- The time of collection of the specimen is required
    - Information relating to the timing of specimens is essential, for example, in dynamic function testing, to identify peak and trough or pre- and post-treatment specimens or where diurnal variation and circadian rhythms are important for interpreting the result.
- The patient's clinical details and relevant history must be provided where possible (including any drug, anticoagulant therapy or antibiotic therapy) to help in interpretation of results.

Refer to Pathology Specimen Acceptance criteria (available in GP Referral section of mater.ie).

**4.1.11.3 Request forms that fail to meet these minimum criteria will be rejected for analysis, accompanying samples will not be processed** and a report will be issued to the requesting GP outlining the indication for rejection**.**

### 4.1.12 Additional request form information

The following additional information is strongly recommended on the request form, to assist in processing the request and interpreting the results.

**4.1.12.1** Additional information that might assist with the analysis and reporting should also be included (such as patient's contact telephone number).

**4.1.12.2** Where requests are being sent on one or both of a pair of twins, please highlight this on the request form(s). There is an increased risk of data

entry errors where the surname, date of birth, gender and address are identical for both twins. Highlighting this will, ensure extra checking by laboratory staff when entering these requests.

**4.1.12.3** Where available a patient addressograph label and the GP practice stamp should be used on all sheets of the request form as it improves the transfer of accurate clear information.

**4.1.12.4** GPs using Healthlink must at a minimum provide the first line of the patient's address to avail of the Healthlink messaging system, without which, the order cannot be transmitted. Patient address information must be kept up to date by practitioners.

**4.1.12.5** Certain investigations may require additional information on the specimen or request form. These are detailed in the document titled 'Pathology Test Information for GPs' (available in GP Referral section of mater.ie).

## 5.0 Specimen receipt and analysis at Mater Pathology

**Samples from General Practitioners must arrive at the Pathology Department no later than 3.30pm Monday to Friday. Any samples received after the cut-off time may be rejected and requesting GPs will be notified accordingly.**

On receipt of the patient samples from General Practitioners, the Mater Misericordiae University Hospital Pathology Department undertakes to check all samples have been received and compared against the details on the requisition form and are accurately labelled for the examinations requested.

The samples will be analysed in the laboratory of the Mater Misericordiae University Hospital. Any onward referral of samples for analysis will be identified on the report form going back to the requesting GP.

The Mater Misericordiae University Hospital Pathology Department will inform General Practitioners of any errors regarding sample quality on receipt, as soon as practicable.

### 5.1 Examination of Biological samples

The Mater Misericordiae University Hospital Pathology Department will ensure that all examinations requested on biological samples will be carried out in accordance with best International Laboratory practice and in compliance with ISO 15189 'Medical Laboratories - Particular Requirements for Quality and Competency' and AML-BB.

## 6.0 Reporting of results by Mater Pathology Department

The results of the examinations carried out by the Mater Misericordiae University Hospital Pathology Department on the patient samples from General Practitioners will be authorised in accordance with standard laboratory procedures.

The results will be returned to General Practitioners electronically via Healthlink. Paper-copy reports will only be issued in exceptional circumstances.

Results regarded as within the "critical range" requiring an urgent clinical intervention, will be telephoned and emergency numbers of all requesting doctors must be made available to the laboratory for contact outside normal working hours.

Sample requirements and turnaround times will be as set out in the document entitled 'Pathology Test Information for GP's' (available in GP Referral section of mater.ie).

Please note that General Practitioners are responsible for ensuring that all tests requested have been reported on by the MMUH laboratory. In the event there are any outstanding reports, the GP shall contact the Mater Misericordiae University Hospital Pathology Department to advise of same.

All GP's are responsible for developing a system whereby test results returned from the MMUH Pathology Department are examined and appropriate action taken in a timely manner.

All GP's must have a system in place whereby appropriately trained staff receive patient results, and communicate same within the timeframe indicated.

The MMUH Pathology laboratory requires a register of General Practitioners and all health care professionals and services who send samples to the laboratory, including details of the appropriate contact number for communication of critical results, during working hours, and out of hours. This phone number must be answerable by the GP or their designate (not just an answer service). Additionally, GPs are given the option of supplying their personal mobile phone number or other contact details for emergency use only.

The Mater Pathology Department does not report results to multiple requestors. Only the GP named on the request form with the unique MMUH GP code will receive results reports.

### 6.0.1. Phoning for results

The Mater Pathology Administration team can be contacted for verbal results Monday to Friday from 11.00am to 12.30pm and from 2.00pm to 3.30pm. Telephone numbers: 01 8545072, 01 8545073, 01 8032078.

### 6.1 Critical Result communication

It is recognised that occasionally, unexpected and/or critically abnormal results are found on analysis, such that laboratory staff become aware of a potential emergency. In these circumstances, laboratory staff must follow Mater Pathology procedures and will contact the requesting GP to relay the result.

The HSE guideline pertaining to the Communication of Critical Results for patients in the Community National Laboratory Handbook is available at communication-of-critical-results-for-patients-in-the-community.pdf (hse.ie)

**6.1.1 All GP's requiring MMUH Pathology services must provide contact details for reporting of "critical" patient results outside normal practice hours. This is a mandatory requirement for access to the Hospital's Pathology Department services.** GP's must update this contact information with the MMUH Pathology Department in the event of any changes.

**6.1.2** Where a proxy agency (e.g. DDoc or DubDoc) is used by a GP, arrangements must be made between the GP and the agency to ensure that notifiable results can be telephoned directly to the agency by Mater Pathology and that appropriate patient follow up will occur.

This is a critical clinical risk management issue for all parties concerned.

*Note:*
*In the event that the requesting GP or a proxy agency is non contactable, then a Mater Pathology Consultant (or their designate), based on the laboratory results, the patient's history and any other relevant clinical information, may contact the patient or next-of-kin directly, if deemed appropriate in the circumstances.*

*The recording of the patient's phone number on the request form will assist this process, in the unlikely event that it becomes necessary. This approach is*

*not ideal but is a patient safety issue in the event the patient's doctor or their designate is not contactable. If clinically indicated a Mater Pathology Consultant (or their designate) may consider contacting Gardaí for assistance giving guidance on the level of urgency of treatment and/or may contact the National Emergency Operations Centre (NEOC) to arrange for the patient to be brought to their nearest Emergency Department.*

## 7.0 Phlebotomy Services at the Mater Misericordiae University Hospital

The Mater Misericordiae University Hospital provides a phlebotomy service for GP referred patients. Access to this service is by appointment only and must be made through the SwiftQueue booking system. Patients themselves can make a booking online or the GP can make the booking on their behalf, by accessing the mater.ie website under the GP Referrals section and selecting 'Blood Test'.

A booking can also be made via Freephone number, which is **(01) 291 0181**. The appointment line is open Mon-Fri from 10am - 2pm.

Patients presenting for phlebotomy at the Mater Pathology Department must have a requisition form from their GP detailing the tests required and containing the requisite minimum patient data set.

## 8.0 Specimen Transport

### 8.1 Cut off time for receipt of samples in Mater Pathology

The cut off time for receipt of samples in MMUH Pathology Department is **15.30** each day. Any samples delivered after this time may be rejected, in which case a report will be issued outlining the indication for rejection. Earlier arrival of samples will support earlier result availability.

### 8.2 Specimen packaging and delivery

The packaging used for samples for transport to the laboratory must be in accordance with current ADR Regulations, Safety Legislation and in accordance with MMUH Pathology Specimen Transport Policy available on mater.ie. Advice should be sought from the Laboratory if required.

The primary safety principle of packing and labelling all specimens in a manner such that they present no threat to those sending, transporting or receiving them must be observed.

Samples should be sent to the laboratory as quickly as possible after they are obtained in order to avoid sample deterioration which can cause subsequent inaccurate and possibly misleading results. Of particular risk is falsely elevated potassium.

## 9.0 Engagement and Communication

**Mater Pathology welcomes and encourages all service users to engage with us so that we can collectively ensure the highest standards of service are maintained for the patients we serve.**

**The** GP Liaison Committee meets on a scheduled basis in order to foster communication and collaboration between the Mater Misericordiae University Hospital Pathology Department and GPs. Additional communication is facilitated through the mater.ie website and by direct contact with the laboratory.

The Laboratory Manager, Mr. Paudy O' Gorman can be contacted **at ogormanp@mater.ie** for information or via Ms Maura Casey and/or Ms Patricia Dowling (Mater Pathology Administration Team leads) at **mmcasey@mater.ie and pdowling@mater.ie**

## 10.0 New applications for provision of Pathology Services

All new General Practitioners or Practices requesting access to the Pathology Laboratory services in Mater Misericordiae University Hospital must complete form LF-OFF-003 GP Registration (Appendix B and available to download at www.mater.ie). However, GPs should be aware, that the Mater Hospital may not be in a position to facilitate these requests.

## 11.0 Pathology Department Service Specifications

### 11.0.1 Investigations provided

The scope of work and services includes those tests requested by General Practitioners as listed in the document titled 'Pathology Test Repertoire for GP's'' (available in GP Referral section of mater.ie) and tests currently included in the existing level of service provided by Mater Misericordiae University Hospital Pathology Department by agreement with General Practitioners.

Any significant changes in test request volumes (e.g. if GP practice is expanding) will need to be discussed and agreed in advance with Mater Pathology Department.

### 11.0.2 Quality Management System

The quality management system in place complies with ISO 15189:2012 Standards 'Medical Laboratories - Particular Requirements for Quality and Competency' and AML-BB. Accreditation is awarded by the Irish National Accreditation Board (INAB).

In requesting and provision of the service, both General Practitioners and Mater Misericordiae University Hospital Pathology assure that there is no conflict of interest. Any potential conflict should be stated to the other party.

## 12.0 Charges

The Mater Misericordiae University Hospital Pathology Laboratory does not charge General Practitioners for Pathology testing.

## 13.0 Confidentiality

MMUH will ensure that its obligations as a Data Processor under the Data Protection Act and the General Data Protection Regulation (EU) 679/2016 are fulfilled.

## 14.0 Force Majeure

Neither party shall be liable for any failure to perform its obligations under this policy in circumstances where such failure arises due to any event of force majeure. For the purpose of this policy, an ‘‘Event of Force Majeure’’ shall mean any event beyond reasonable control of a party, including, without limitation, Acts of God, inclement weather, flood, lightning, fire, trade disputes, epidemic, strikes, lockouts, acts of omission of Governments or other component authority, acts of terrorism, war, military operations, and acts or omissions of third parties for whom the party is affected by the event is not responsible.

If either party is affected by an event of force majeure it shall promptly notify the other party of the nature and extent of the event in question.

## 15.0 Correspondence

All correspondence relating to this policy must be routed through the Mater Misericordiae University Hospital Pathology Department Laboratory Manager.

**Signed on behalf of:**

**Mater Misericordiae Hospital, Pathology Department**

Prof Margaret Hannan,
Pathology Clinical Director,
UCD Full Clinical Professor,
Consultant Microbiologist,
Mater Misericordiae University Hospital
Eccles Street,
Dublin 7,
Ireland

**Paudy O' Gorman | Laboratory Manager**
*Pathology Department,*
*Mater Misericordiae University Hospital,*
*Eccles St,*
*Dublin 7*
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**Email Address**: ogormanp@mater.ie

**Date: 01/11/2022**

## 16.0 Bibliography

1. Croal, B: ***The communication of critical and unexpected pathology results***, Royal College of Pathologists (UK), 2017.
2. ISO 15189 (2012): Medical Laboratories-Requirements for Quality and Competence
3. **Communication of Critical Results for Patients in the Community National Laboratory Handbook**, CSP041/2019 October 2019. communication-of-critical-results-for-patients-in-the-community.pdf (hse.ie)

## 17.0Appendices

## Appendix A: General Data Protection Regulation

The General Data Protection Regulation makes written contracts between data controllers and data processors a requirement. A data processor is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the data controller. In connection with this Service Agreement, certain data may be transferred from the Data Controller to the Data Processor. Both parties have agreed to enter into this Agreement in order to facilitate the sharing of personal data and/or special category data.

These contracts must include certain specific terms, as a minimum. These terms are designed to ensure that processing carried out by a processor meets all the requirements of the GDPR (not just those related to keeping personal data secure). To comply with Article 28 of the GDPR, this Service Level Agreement includes the following compulsory details:

- Subject matter of the processing agreement: Patient specimens from the Data Controller
- Duration of the processing: Until contract terminated by either party
- Nature and purpose of the processing: Diagnostic testing and reporting, including statutory reporting to state agencies where indicated
- Type of personal data to be processed: Contact and personal details relating to the diagnostic testing of patient specimens from the Data Controller
- Categories of data subjects whose information is processed: Patients of the Data controller

**Obligations and rights of the Data Controller**:

Upon signing this Service Level Agreement, the Data Controller confirms that:

- The Personal Data has been transferred in accordance with the GDPR and all Applicable Data Protection law.
- It has used reasonable efforts to determine that the Data Processor is able to satisfy its legal obligations under this Agreement.
- It will respond to enquiries from Data Subjects and the DPC concerning processing of the Personal Data by the Data Controller, unless the parties have agreed that the Data Processor will so respond, in which case the Data Controller will still respond to the extent reasonably possible and with the information reasonably available to it if the Data Processor is unwilling or unable to respond. Responses will be made within a reasonable time.
- It will make available, upon request, a copy of this GDPR Agreement to Data Subjects who are relevant to the processing, the subject matter of this Agreement, unless this Agreement contains confidential information, in which case it may redact such information. The Data Controller shall abide by a decision of the DPC regarding access to the full text of this Agreement by Data Subjects, as long as Data Subjects have agreed to respect the confidentiality of the confidential information removed.

**Obligations and rights of the Data Processor**:

Upon signing this Service Level Agreement, the Data Processor confirms that:

- It will only act on the written instructions of the controller (unless required by law to act without such instructions);
- It will ensure that people processing the data are subject to a duty of confidence;
- It will take appropriate measures to ensure the security of processing;
- It will not disclose any relevant personal data to a third party in any circumstances other than at the specific written request of the Data Controller, unless such disclosure is necessary in order to fulfil the obligations of the Services Agreement, or is required by applicable law.
- It will only engage a sub-processor with the prior consent of the data controller and a written contract;
- It will assist the data controller in providing subject access and allowing data subjects to exercise their rights under the GDPR;
- It will assist the data controller in meeting its GDPR obligations in relation to the security of processing, the notification of personal data breaches and data protection impact assessments;
- It will delete or return all personal data to the controller as requested at the end of the contract;
- It will submit to audits and inspections, provide the controller with whatever information it needs to ensure that they are both meeting their Article 28 obligations, and tell the controller immediately if it is asked to do something infringing the GDPR or other data protection law of the EU or a member state.

## Appendix B: LF-OFF-003 GP Registration Form

| Mater Misericordiae University Hospital<br>Pathology Laboratory | LF-OFF-003<br>Edition 1.00 |
|---|---|

### GP Registration Form

| | |
|---|---|
| **Date:** | |
| **GP Name:** | |
| **GP Medical Council Number:** | |
| **GP Practice:** | |
| **GP Practice Address:** | |
| **Phone Number:** | |
| **E-Mail address:** | |
| **Surgery hours:** | |
| **Estimation of volume of samples per day:** | |
| **Delivery method:** | |
| **Frequency of deliveries:** | |
| **Out of hours contact details (name and out of hours phone number):** | |
| **Confirmation of Healthlink set up:** | |

**Below is for Laboratory use only**

**GP has been advised of the following:**

| | |
|---|---|
| Requirement to update out of hours contact details if changed | |
| Requirement to order tests on Healthlink | |
| Availability of Pathology information and Request Form on mater.ie | |
| Availability of supplies from Euroroute logistics | |

**Registration details recorded by:** **Date:**

**Reviewed and accepted by:** **Date:**

**Confirmation of registration sent to GP with copy of Request Form and Euroroute logistics form advising how to order supplies.** ☐

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Laboratory Form

Authorised By: P. O Gorman Active Date: 01/11/22

## Appendix C: MF-GEN-070 GP Request Form for a Laboratory test not available on GP catalogue

| Mater Misericordiae University Hospital<br>Pathology Laboratory | MF-GEN-070<br>Edition 1.00 |
|---|---|

**GP Request Form for a Laboratory test not available on MMUH GP Catalogue**

| | |
|---|---|
| **Date:** | |
| **GP Name:** | |
| **GP Medical Council Number:** | |
| **GP Practice:** | |
| **GP Practice Address:** | |
| **Phone Number:** | |
| **E-Mail address:** | |

**Patient details:**

| | |
|---|---|
| Surname | |
| Forename | |
| Date of Birth | |
| Gender | |
| Address | |

**Test request details:**

| | |
|---|---|
| Test name | |
| Why is this test required?<br>Clinical information | |
| Type of sample | |
| Date and time of sample collection | |

Below is for Laboratory use only.

**Request reviewed by:** **Date:**

**Decision on provision of the test;**

| |
|---|
| |

**If the test request is declined the reviewer must add the test request to the patient order and then 'NA' the result providing relevant commentary outlining the rationale for doing so.**

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Management Form

Authorised By: P. O Gorman Active Date: 01/11/22