



Standard Operating Procedures for Public Health Facilities- Uttar Pradesh

Laboratory Department



Quality Assurance Division
SPMU, NHM, Uttar Pradesh

Name of facility	Standard Operating Procedure
Laboratory	SOP/NQAS/ /LAB - 1.0

Laboratory Services

1. Purpose:

To provide all kind of available diagnostic services to patients.

2. Scope:

It covers all patient care areas of hospital.

3. Responsibility:

The Pathologist / Lab technician / Treating physician are responsible for prescribing, diagnosis and further treatment based on reports.

4. Procedures:

Sl. No.	Activity	Responsibility	Reference Document / Record
4.1	Laboratory services: SAMPLE COLLECTION AND RECEIPT		
A.	<p>Out Patient Services: The Physician prescribes the various investigations on the Investigation request slip. The Lab technician (LT) receives the requisition forms and verifies the particulars. The LT then enters the request received in the Lab. Collection Register and allots a Lab / Hospital registration number.</p> <p>The Lab technician collects the sample after verifying the identity of the patient, puts a label and transports it to testing area of the lab. Patients are intimated about the time for collection of report.</p> <p>The Lab technician segregates the specimens according to various testing areas and starts testing the samples. The Lab Technician records the details of the samples received in the respective registers.</p> <p>In patient services The lab technician / nurse collects the samples of the patients admitted in the ward and sends it to the lab with request form and the patient details are labelled on the sample test tube / container. The lab technician records all the details of the samples received in the respective registers</p>	Lab technician	Lab investigation requisition form Lab register Haematology register, Biochemistry register, Special test register

Prepared by : Department In-charge	Approved by : Name :	Issue Date	Version No. : 1.0
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