

MEMO

From: Prof Christopher WK Lam

To: All COS, All Medical Staff,
DOM, WM, NO

Date: 15th December 2001

Handling of Urgent Chemical Pathology Specimens

Please be informed that the handling of Urgent Chemical Pathology specimens will be revised as follows to facilitate the implementation of both the Closed Blood Taking System and the Laboratory Request System that specimens are sent through a standing rack without a plastic bag:

1. Telephone booking is required at Chemical Pathology Urgent Lab (Ext 3353) to obtain a U-number;
2. Please write down this U-number on the blank space of the Laboratory Request System Specimen Label (Please see attached example) to facilitate easy recognition by Urgent Lab Staff; and
3. Please send the specimens to the Urgent Chemical Pathology Lab either in person (if result is desperately required for immediate patient management), or using the white Urgent Rack with a red "Urgent" tag attached (The specimens will then be transported to Chemical Pathology Urgent Lab by the Central Domestic Team within 1 to 2 Hrs).

If specimens are sent using Chemical Pathology Lab Request Form, please use double-bagging system to hold the Lab Request Form and the specimens and attach with a red "Urgent" tag within the plastic bag.

Please note that specimens sent in this white Urgent Rack without prior booking or U-number labelling will be processed as routine specimens.

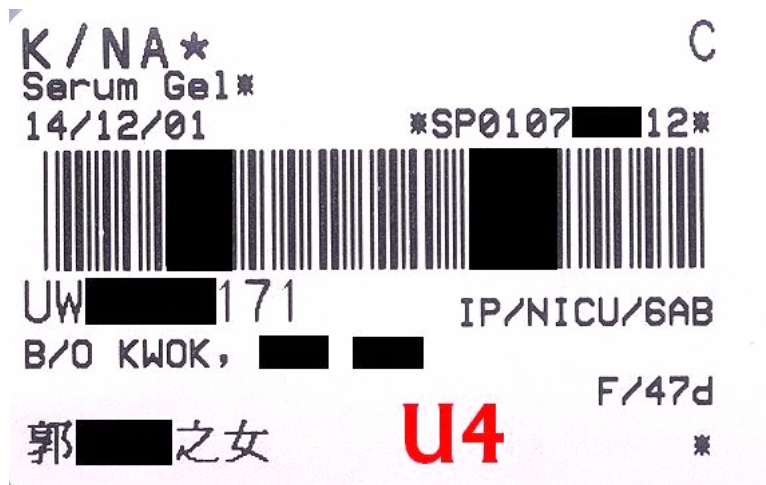
Thank you for your kind attention.

Sincerely yours,



Professor Christopher WK Lam
Hon COS in Chemical Pathology

Example of U-number Labelling



Please write the U-number in **RED** colour in the blank space of the Laboratory Request Label as above to facilitate the easy identification by the Urgent Lab Staff