

**Directorate of Laboratory Medicine.
Public Health England
Birmingham Heartlands and Solihull Hospital.**

Specimen Labelling: All specimens must be fully and correctly labelled with the patients full name, registration / NHS number and date of birth.

Completing the form: All the patient details must be completed. Sample and request details must be legible

Samples / requests which do not meet the required criteria set by the directorate will be rejected. Reports will only be issued where a valid location is stated

Contacting the Laboratory:

Microbiology enquiries. 07:00 to 20:00 hrs – Monday to Friday.
08:00 to 16:00 hrs - Saturday to Sunday
Telephone number 0121 424 3111

For full range of assay availability, advice regarding selection of tests and on contacting the laboratory, see the on line Laboratory Medicine handbook available at:
<http://www.heftpathology.com/>

Please Note: It remains the responsibility of the requestor to review the results of investigations on their patients. In line with Royal College of Pathologists guidance on the reporting of markedly abnormal laboratory tests, the laboratories will telephone certain abnormal results. Refer to the Laboratory Handbook for a full listing.

Results will not be given to patients or relatives under any circumstances

Date & Time Received:

Health and Safety:

Do dispose of sharps safety.

Do use recommended containers only.

Do seal all specimen containers in appropriate bags. Do not use staples.

Only place specimen containers from one patient in the attached bag.

Do not carry specimens in pockets or loose on trays.

Do follow recommended guidelines for safe disposal of broken specimens. If in doubt contact the laboratory for advice.

Never eat, drink or smoke when carrying specimens.

If you cut or prick yourself or have an accident however small, inform your immediate line manager.

Trust Micro and Virology

REMOVE COVERING STRIP
PLACE SPECIMEN IN BAG
FOLD TOP OVER TO SEAL