

<b>ST. JAMES'S HOSPITAL LABMED DIRECTORATE</b>			
<b>Q-Pulse Doc No:</b>	Bio-Memo-2020/05	<b>Date of Issue</b>	07.09.2020
<b>Memo for add-on test procedures for Biochemistry</b>			

## MEMORANDUM

<b>Originating Department</b>	Biochemistry Department
<b>Issued By:</b>	Dr Vivion Crowley, Consultant Chemical Pathologist Mr Mark Neville, Chief Medical Scientist
<b>Issued To:</b>	All Biochemistry service users
<b>Subject:</b>	<b>Memo for Add-On test procedures for Biochemistry Department</b> Update on the procedure for requesting Add-On tests in the Biochemistry Department. This will require an EPR request to be generated and forwarded by PTTS to the laboratory. Requesting Add-On tests by phone call will NO LONGER be an operational procedure.

**Details:**

In August 2020 the Biochemistry Department introduced a change to the procedure for “Add-On” tests to facilitate a more streamlined system for delivering this service. Following a review of the current organisation and in light of recent unanticipated issues that have arisen within the LabMed Directorate, further reconfiguration of this process has occurred. These updated arrangements will provide a mutually beneficial outcome by reducing the demand on the staff in Biochemistry Core Laboratory, while continuing to enable a transparent and accessible ordering system for clinical diagnostic service users. The nature of the amended service is provided below and is operational from Monday 7th September 2020.

1. **To request Add-On Biochemistry tests place the Add-On order on EPR and print off an EPR barcode.**
2. **Place the EPR barcode in a plastic bag and send it through the pneumatic tube system (PODs).**
3. **Please note that this new procedure will apply 24/7 and phone calls will NO LONGER be taken for add-on Biochemistry tests**
4. The Biochemistry Department will not accept Add-Ons for any specialized tests that need to be referred out externally. These require prior approval from the Biochemistry medical team at Ext 2047/3875.
5. Troponin-T Add-Ons should only be requested if a sample cannot be retaken, as the original samples for this test have to be retrieved from the Haematology Laboratory, and this can lead to delays in both analysis and reporting. In addition, please be aware that Troponin-T cannot be added to samples greater than (>) 6 hours old.

*NOTE: All memos issued from the LabMed Directorate must be recorded as active documents on Q-Pulse*

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6. It is the responsibility of the requester of any Add-On test to ensure that the original sample is in the correct type of sample container. Please check the on-line LabMed user guide for test information. The Biochemistry Department cannot provide the Add-On service if the sample is not suitable for analysis and a message will be posted on EPR indicating this fact.

7. This memo applies to the **Biochemistry Department only** and does not apply to any other laboratory services in LabMed Directorate. If you wish to discuss Add-On testing in Haematology, Immunology, Microbiology or Coagulation then contact these areas directly.