HI-PRECISION diagnostics

Everybody Deserves Hi-Quality Healthcare

MICROBIOLOGY REQUEST FORM

REFERRING CLIENT

DATE ____ / ____ / ____ (MM / DD / YY)

Please fill up all required information. Failure to do so may result to unnecessary delays with release of test results.

PATIENT INFORMATION

LAST NAME | FIRST NAME | MIDDLE NAME

SEX AT BIRTH ☐ Male ☐ Female

DATE OF BIRTH ____ / ____ / ____ (MM / DD / YY)

CLINICAL INFORMATION *(Diagnosis, Medication, etc.)*

EXAMINATION REQUESTED

- ☐ **Culture and Sensitivity**
  - ☐ AUTOMATED identification and sensitivity
  - ☐ MANUAL identification and sensitivity
- ☐ **Gram Stain**
- ☐ **SPUTUM AFB/DSSM**
  - ☐ **Spot-Spot Collection** (same day collection)
    - ☐ 1st Collection
      Date and Time of collection: _____
    - ☐ 2nd Collection
      (1 hour interval from 1st collection)
      Date and Time of collection: _____
  - ☐ **Spot-Early morning collection** (must be accomplished within 3 days if not will repeat from first collection)
    - ☐ 1st Collection Date: _____
    - ☐ 2nd Collection Date: _____
      (Early morning collection)
  - ☐ **AFB STAIN (for other specimen)**
- ☐ **KOH SMEAR**
- ☐ **India Ink**
- ☐ **Strep B Antigen (Rapid test)**
- ☐ **CTG Identification**
- ☐ **Environmental Analysis**
  - ☐ Air sampling
    Site of collection: _____
  - ☐ Swab sampling
    Site of collection: _____
- ☐ **Fungal Culture and Sensitivity**
- ☐ **Water Analysis**

SPECIMEN TYPE:

	Volume	Date & Time of Collection	Site of Collection
☐ Blood			
☐ Urine			
☐ Stool			
☐ Respiratory Samples			
☐ Sputum			
☐ Endotracheal Aspirate			
☐ Nasal swab			
☐ Throat swab			
☐ Tissue (please specify)			
☐ Body Fluids			
☐ CSF			
☐ Synovial fluid			
☐ Pleural fluid			
☐ Pericardial fluid			
☐ Peritoneal fluid			
☐ Ascitic fluid			
☐ Amniotic fluid			
☐ Gastric fluid			
☐ Genital Discharge			
☐ Vaginal			
☐ Urethral			
☐ Penile			
☐ Cervical			
☐ Wound/Abscess			
☐ Skin Scrapings			
☐ Nail Clippings			
☐ OTHER SPECIMEN TYPE			

OTHER TESTS REQUESTED

SPECIMEN COLLECTION PROCEDURES

A. SPUTUM:

The most productive sputum can be collected in the morning.

1. Expectorated Sputum

a. Rinse the mouth and gargle with water. Do not brush teeth prior to collection.
b. Take a deep breath and make a deep cough. Good quality sputum should not contain saliva. Specimen should be collected in a sterile leak-proof container and delivered to the laboratory without delay.
c. Properly close and wipe dry the container. Label sample container with patient's complete name, with date and time of collection.

2. Induced Sputum

a. Rinse the mouth and gargle with water. Do not brush teeth prior to collection.
b. Using a nebulizer, have the patient inhale approximately 20 to 30mL of 20 to 30mL of 3% NaCl.
c. Take a deep breath and make a deep cough. Collect the induced sputum into a sterile leak-proof container delivered to the laboratory without delay.
d. Properly close and wipe dry the container. Label sample container with patient'scomplete name, with date and time of collection.

B. STOOL:

1. Patients should be instructed to collect stool sample.
2. Transfer at least 5 ml of diarrheal stool or walnut-sized portion of stool to a clean, wide-mouth screw capped container (must be submitted to the laboratory within 2 hours from the time collected).
3. For Send-in clients
   a. Transfer at least 5 ml of diarrheal stool or walnut-sized portion of stool to Clean, wide-mouth screw capped container.
   b. The Cary Blair transport medium must be chilled prior to use.
   c. Remove the wrapper from the end of the handle of the sterile swab. Do not touch the tip of the swab.
   d. Collect a small amount of stool by inserting a cotton swab into the stool and rotating it. Prepare at least two swabs.
   e. Immediately insert the swab into the transport medium. The swab should be pushed completely to the bottom of the tube of transport medium.
   f. Screw the cap firmly on the transport medium container.
   g. Submit specimen (in transport medium only) to the laboratory for processing.

Note: Do not use toilet paper to collect stool. The specimen should not be mixed with urine.

C. ENDOTRACHEAL ASPIRATE:

1. Aspirate the specimen into a sterile Luken trap and aseptically transfer sample to a sterile screw-cap container. If not applicable, pass the whole catheter but make sure the tip of the catheter is not exposed to the outside environment so as to avoid any contamination of the specimen when transported to the laboratory.
2. Label the sterile container or the catheter cover properly and submit to the laboratory.

D. URINE:

Clean-voided midstream urine collection.

1. Before starting the procedure, wash hands thoroughly with soap and water.
2. Cleanse the genital area using the following procedure:
   a. Female
      (1) Squat over the toilet or bed pan, use the fingers of one hand to separate and hold the folds of the skin of the genital area.
      (2) Clean the urinary opening and surrounding area with a cleansing towelette moving from front to back. Repeat cleaning using a second towelette.
   b. Male
      (1) Circumcised males: no preparation for midstream specimen.
      (2) Uncircumcised males:
         (a) The foreskin should be withdrawn to expose the urethral meatus.
         (b) With a cleansing towelette, the glans should be cleansed, beginning at the tip and moving toward the base. The cleansing process should be repeated using a second towelette.
3. Discard towelettes in trash cans.
4. Open the lid of the sterile container taking extra care not to touch the inside.
5. Have the patient collect voided urine. The first portion should be passed into the toilet bowl or bed pan. Collect the mid portion ("midstream clean catch") directly into a sterile leak proof container without contaminating container. Do not halt and restart urinating for a midstream collection but preferably move the container into the path of the already voiding urine.
6. Tightly screw the cap on the specimen container.
7. Wash hands thoroughly with soap and water.
8. Submit the properly labeled container to the laboratory.

E. ENVIRONMENTAL ANALYSIS SAMPLING AND COLLECTION PROCEDURE

1. Plate Exposure (Air Sampling)
   a. Vacate the area when sampling is on-going.
   b. Place the blood agar plate (BAP) on a flat surface in the test location and remove the lid.
   c. Leave the agar exposed for at least 30 minutes and up to 1 hour. Monitor the exposure timewith a timer.
   d. Replace the lid and seal the plate using parafilm.
   e. Place the plates in a sterile plastic bag, seal and label clearly with location, date and time ofexposure.
   f. Return the plates to the laboratory as soon as possible to ensure that they are processed on the day of collection or store at room temperature (15°C - 25°C) to be processed within 24 hours of collection.
   g. Upon receipt in the section, incubate plates at 35°C for 24 hours.
2. Surface Swab (Swab Sampling)
   a. Wash and dry hand thoroughly.
   b. Aseptically open the Amies transport swab container.
   c. Hold the swab by the handle, applying firm pressure, and using up and down movements, swab the entire surface of the material or equipment for evaluation.
   d. Aseptically return the the swab to its sterile container.
   e. Seal the container and label clearly, with instrument location, date and time of sampling.
   f. Transport the Amies transport swab immediately or within 24 hours to the laboratory at ROOM TEMPERATURE (15-25°C).