

Pathology and Laboratory Medicine Memorandum

To: Clinical Directors, Health Service Managers

From: Dr. Irene Sadek, Department Head of Pathology and Laboratory Medicine
Denise MacKenzie, Technical Manager, Laboratory Client and Support Centre
Debbie Winsor, Technical Manager, Dartmouth General Hospital Laboratory

Date: March 8, 2024

Message: Changes in the process to requesting QEII and DGH Inpatient Blood Collection

Effective March 18, 2024, blood collection requests between 5:00 a.m. and 4:00 p.m. must be faxed, replacing the practice of placing requisitions at the nurse's station and calling the blood collection team. This will allow for patient registration and printing of labels which will speed up the collection process.

Fax numbers for inpatient blood collection requests:

- Halifax Infirmary Site (HI, Abby, VMB): 902-473-4274
- Victoria General Site (VG, Rehab): 902-473-5433
- Dartmouth General: 902-465-8436

Requests after 5:00 a.m. will not be considered part of the morning run and the collections will occur after the morning run is complete. However, identified discharge patients will be expedited as quickly as possible.

Please ensure that all patients requiring blood work for discharge are identified by writing or stamping **For Discharge** on the requisition. Selecting **urgent** priority alone does not identify these patients.

We also want to remind inpatient units that the requisitions for the morning blood collection run must be submitted by 11:00 p.m. the night before to ensure sufficient time for the laboratory staff to create the morning collection lists. This is done following current process (i.e., Porter service drop-off or delivery through the tube system). Late (rare) submissions will be accepted up until 5:00 a.m., however these must be kept to a minimum to ensure there is no delay in dispatching the inpatient team.

For questions/concerns, please contact:

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