
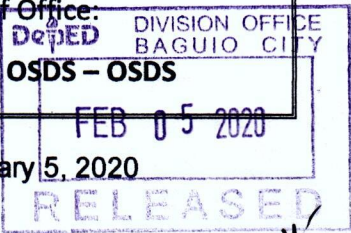
	Quality Form		Document Code: TLQF-OSDS-OSDS-005
	OFFICE MEMORANUM		Revision: 00 Effectivity date: 08-20-2018 Name of Office: DIVISION OFFICE BAGUIO CITY OSDS – OSDS

Date: February 5, 2020


RELEASED


OFFICE MEMORANDUM

No. 05 s. 20-20

SCHEDULE OF LABORATORY EXAMINATION

To: All Schools Division Office Personnel

1. The schedule of the **annual laboratory examination** for nationally paid Division Office Personnel will be on February 10 and 11, 2020 from 7:00 am to 5:00 pm.
2. This will be conducted by the Konsulta Medica Diagnostic Center at the Division Office Conference Hall.
3. Personnel not available during the set dates will be given a month to go to the laboratory facility (located at the 4th floor Maharlika Livelihood Complex) for completion of required tests.
4. Please see attached guidelines in the accomplishment of examination.
5. For immediate dissemination and strict compliance.


MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent





GUIDELINES IN THE ACCOMPLISHMENT OF LABORATORY EXAMINATION

- Time allotted for blood extraction (Blood Chemistry + CBC): 2 - 3 minutes
- Approximate time for Electrocardiogram (ECG) test: 8 to 10 minutes
- Package includes:
 1. Complete Blood Count (CBC)
 2. Urinalysis
 3. Blood Chemistry
 - Fasting Blood Sugar (FBS)
 - Blood Urea Nitrogen (BUN)
 - Uric Acid
 - Creatinine
 - Lipid Profile (Total Cholesterol, Triglycerides, HDL, LDL)
 - SGPT
 - SGOT
 4. Electrocardiogram (ECG) Test
- Additional Laboratory Examinations or Procedures not included in the package will already be shouldered by the personnel
- Personnel will be informed if the results are already available

Patient Preparation before the Laboratory Examination

A. Urinalysis

- Container - will be provided by the Diagnostic Center
- Collection - patient is advised to collect random midstream clean-catch urine sample
 - "Midstream Collection" - performed by passing the first portion of the urine into the toilet and collecting the midportion in the appropriate specimen container.

- For patient with menstruation, urine sample can only be collected/submitted from the third day onwards after the last day of menstruation

B. Blood Tests

- One-time blood extraction for CBC and Blood Chemistry
- Please observe prescribed fasting hours and avoid taking medicines listed below

FBS and Uric Acid

- 8 to 12 hours fasting
- For example: if last meal is at 9 pm, NOTHING SHOULD BE TAKEN BY MOUTH (including water) after dinner until blood extraction had been done the following day between 7 to 9 am
- Number of fasting hours should not be less than eight (8) hours or more than twelve (12) because this will affect the accuracy of the results

Creatinine

- Refrain from eating high meat diet and doing strenuous physical activities 8 to 12 hours before blood extraction
- Refrain from taking medicines such as acetaminophen (paracetamol), N-acetyl-p-benzoquinone imine (NAPQI) metabolites, N-Acetylcysteine (NAC), Metamizole (Novaminsulfone, Dypirone), 4-aminoantipyrine (4-AAP) and 4-Methylamino-antipyrine (4-MAP) metabolites 8 to 12 hours before sample collection

C. Electrocardiogram (ECG)

- Removal of jewelry, belts, coins prior to the procedure