
 <p>PHILIPPINE HEART CENTER INCIDENT COMMAND POST</p>	Document Type	Document Code: GL-ICP-010
	GUIDELINES	Effective Date: APRIL 2020
	Document Title	Revision Number: 0
	GUIDELINES FOR SENDING SPECIMEN/S FOR RT-PCR TO REFERENCE LABORATORIES	Page: 2 of 3

I. STATEMENT OF THE POLICY

This policy shall serve as a guide to standardize the process of sending and transporting specimens for Real Time Reverse Transcription Polymerase Chain Reaction (RT-PCR) to various testing centers/reference laboratories.

II. POLICY GUIDELINES

1. All specimen for RT-PCR shall be referred to the following identified reference laboratories:
 - 1.1 Lung Center of the Philippines (LCP)
 - 1.2 Philippine Genome Center (PGC)
 - 1.3 Philippine Red Cross (PRC)
2. The assigned DLM staff shall check the completion of the following documents prior to sending the sample
 - 2.1 Case Investigation Form (CIF)
 - 2.2 Specimen Listing
3. The assigned DLM staff shall write "Philippine Heart Center" in all case investigation forms.
4. The assigned DLM staff shall transport freshly collected specimen within 24 hours using a tightly sealed and properly labeled transport box to identified reference laboratory.
5. Criteria for choosing appropriate reference laboratory shall be the following:
 - 5.1 Lung Center of the Philippines (LCP)
 - 5.1.1 Symptomatic staff on home or facility (5C) quarantine
 - 5.1.2 Symptomatic patients for baseline RT-PCR
 - 5.1.3 Bronchial lavage/ ET aspirate specimens
 - 5.2 Philippine Genome Center (PGC)
 - 5.2.1 Pay Patients suspected or diagnosed as Covid-19 patient
 - 5.2.2 Patients who are for dialysis requiring a baseline RT-PCR testing
 - 5.2.3 Patients for scheduled procedures at Cathlab and Operating Room
 - 5.3 Philippine Red Cross (PRC)
 - 5.3.1 Patients identified as candidates for de-escalation
 - 5.3.2 Patients who are for discharge
 - 5.3.3 PHC asymptomatic staff who are positive in serology surveillance
6. The assigned DLM staff shall coordinate including online data submissions with the identified testing centers/ reference laboratory prior to transport.
7. The assigned DLM staff shall follow up the availability of results and shall inform the Incident Command Post (ICP) of the result.

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8. The assigned DLM staff shall furnish the Infection Control Committee a copy of all Case Investigation Forms for encoding.
9. The assigned DLM staff shall issue the official RT-PCR result to the Safety Officer.
10. Patients who are for discharge shall receive a copy of the official result of RT-PCR once available.