

# Using ICE Request Forms and Specimen Bags

**Clinical Biochemistry Request**

Case No. 4803722  
NHS No. TEST  
Surname TOREX-CRIS  
DOB 01/01/1900  
Location 2C  
Date/Time 16-11-07

Containers: 1 x LI-HEPARIN GEL 4.7ml

Date & Time Collected: 16-11-07

Consultant: PROF WD FRASER (Chemical)  
Req By: thine (Pathology IT Manager)  
Bleep:

\*ATTACH THE ABOVE FORM TO THE SPECIMEN BAG BY THE PERFORATED END

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1. Produce request form using ICE Requesting system

2. Write the date on the form and also remember to write the date on the labels at the bottom of the form.

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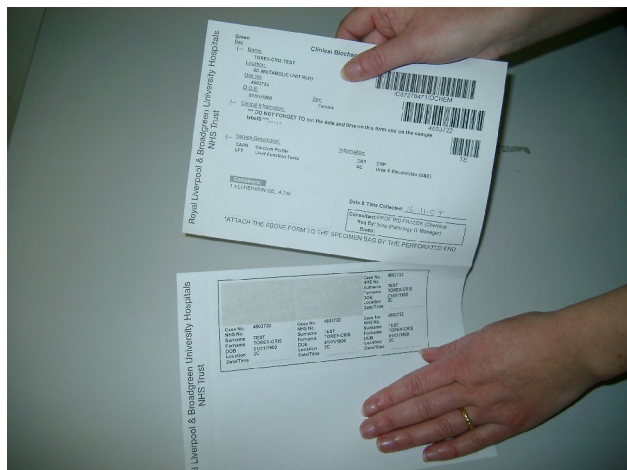
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3. Detach labels from bottom half of form

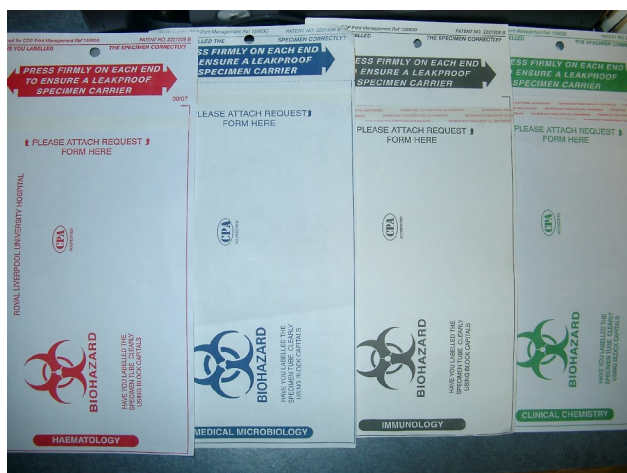
4. Stick labels onto all sample tubes.



5. Detach bottom half of form



6. Dispose of as you would with any other paperwork containing patient identifiable data.

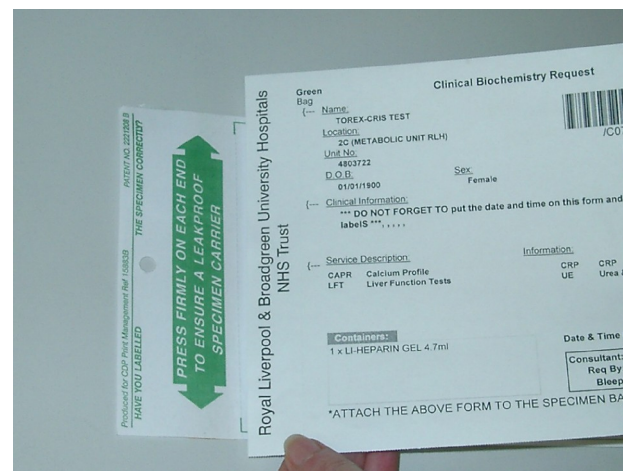


**Red for Haematology requests**  
**Blue for Microbiology requests**  
**Black for Immunology requests**  
**Green for clinical chemistry requests**  
 See last page for instructions on how to process  
 Histology requests

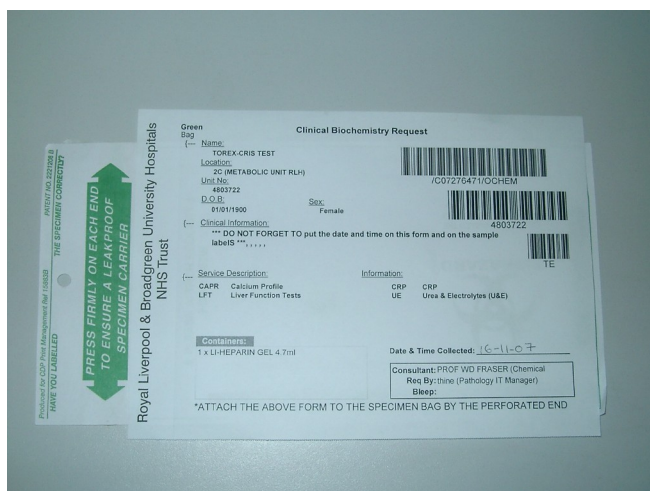
7. The form needs to be attached to a specimen bag. Ensure you use the correct colour.



8. Remove adhesive strip from left hand side of form.



9. Attach the left hand side of the request form (the detachable bit) to the adhesive strip on the left hand side of the specimen bag.



10. The form is now ready for the samples to be placed in the specimen bag and the sample to be sent to the laboratory.

## Histology Requests

For Cell Path requests the Immunology specimen bags should be used to transport specimens. However, please skip steps 5 and 6. **Do not** tear the form in half for Cell Path requests as they require the whole form.