

HOW TO CORRECTLY ATTACH ICE FORM TO SPECIMEN BAG

All Healthcare Professionals must ensure ICE forms are displayed correctly when Pathology samples are placed in the collection bags to be transported to relevant laboratories. Our pre-analytical teams work tirelessly to ensure that the set turnaround times are met for the required samples requested. The incorrect packing of ICE forms can cause delays for our ESNEFT laboratory Specimen Reception.

The below is a guide on how an ICE request form should arrive within our laboratories. This makes the pre-analytical side of your patient's journey more efficient and ensures TAT's are achieved.

Do



Ensure you have all of your samples, forms and bags ready.



Remove white tab – place bottles in bag and seal. Remove the clear tab and stick to the back of the ICE form. (Do not peel back large rectangle label)



Once sealed – fold form over bag. If you have **multiple forms** a Biochemistry form should be prioritised on outside, the rest can be stored in the bag. (Per discipline)



Your form/sample will look like the above.

Do **X** Not



Do not fold all forms and place in bag with sample.

This may delay the sample booking process – This can impact time sensitive/urgent samples.



Please do not roll sample in the form and place in the bag.

This may delay the sample booking process – This can impact time sensitive/urgent samples.