

NOTE - When this document is updated, the info in the specimen reception document CSR-SOP-24 must also be reviewed/updated as appropriate

ICE add-on protocol for service users:

- Search and select the correct patient in ICE Order Comms, and select 'requesting' then 'view requests by patient'
- **If status of original request = REQ** (sample not yet booked in), then please **EDIT** the original request by selecting the request then selecting 'edit request' from the pop-up window. The requesting clinician can then select additional tests to add to the request. If any additional labels are printed out, these can be discarded. The extra tests will be included when the sample is booked in. NB if samples have already been sent to the lab but the additional tests will require additional different sample types, a new request should be made.
- **If status of original request = IP** (In Progress) or **RR** (results received), i.e. the sample has already been booked in, then go to the 'new request' tab, select **Add On (Biochem & Haematology)**. An information pop-up box will appear. Select 'no' to edit test, and 'yes' to continue with the add on request. Type the required tests in the Global Clinical Details box, and submit the request. The request card must be printed out and sent to the laboratory to notify us of the add-on request.



Paediatric Services	Adult Services A-I	Adult Services J-O	Adult Services P-Z	Histopathology	Plain Film & Fluoro	Research Pathology
						KEY
Blood Sciences and Specialist Laboratory Medicine <input type="checkbox"/> Urea and Electrolytes (UE) <input type="checkbox"/> Liver Function Tests(LFT) <input type="checkbox"/> Amylase <input type="checkbox"/> Glucose (Plasma)(RBG,BG) <input type="checkbox"/> Chloride and Bicarbonate <input type="checkbox"/> C Reactive Protein (CRP) <input type="checkbox"/> Blood Gases - For lab test only <input type="checkbox"/> Calcium-Bone Profile <input type="checkbox"/> Magnesium (MG) <input type="checkbox"/> Uric Acid (Urate,UA) <input type="checkbox"/> Phosphate (PO4) <input type="checkbox"/> Troponin I(TNI) <hr/> SALICYLATE & PARACETAMOL CEREBROSPINAL FLUID (CSF) BIOCHEMISTRY		ROUTINE AMU HIV SCREEN ALL PT ON AMU <66 SHOULD HAVE A HIV TEST <input type="checkbox"/> HIV Antigen/Antibody (16-65yrs) <input type="checkbox"/> Hepatitis B Surface Antigen <input type="checkbox"/> Hepatitis C Antibody (screen) <input type="checkbox"/> Full Blood Count (FBC) <input type="checkbox"/> INR (for Warfarin) <input type="checkbox"/> APTT (for heparin) <input type="checkbox"/> INR / APTT for Heparin and Warfarin <input type="checkbox"/> Coagulation Screen (CS). <input type="checkbox"/> DDimmer Level (FDP) <input type="checkbox"/> Plasma Viscosity (PV) <input type="checkbox"/> Erythrocyte Sedimentation Rate (ESR) <input type="checkbox"/> Infectious Mononucleosis Screen (IM) <input type="checkbox"/> Malaria Parasite Screen		Microbiology BLOOD CULTURES CEREBROSPINAL FLUID (CSF) MICROBIOLOGY <input type="checkbox"/> C.diff screen and faeces culture <input type="checkbox"/> MRSA Screening <input type="checkbox"/> MRSA Screen - ENT/COLORECTAL TRIAL <input type="checkbox"/> Urine Microscopy & Culture <input type="checkbox"/> Antenatal Urine Culture <input type="checkbox"/> Paediatric Urine Microscopy and Culture <input type="checkbox"/> Paediatric Urine Microscopy and Culture <input type="checkbox"/> Respiratory virus and Mycoplasma PCR <input type="checkbox"/> Cannulation - Chancellor Wing Pilot Only <input checked="" type="checkbox"/> Add On (Biochem & Haematology) <input type="checkbox"/> Unable to find your test/need guidance? BASIC AMU TESTS		

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Add On information

If the status of the original request is REQ (requested, i.e. the samples have not yet reached the lab), the original request may be edited. Click view requests by patient, select the request > 'edit request' > tick any additional tests required and re-submit.

Additional labels can be discarded. NB if different sample types are required, you will need to submit a new request.

Would you like to EDIT the original request?

Yes No

If the status of the request is IP (in progress) or RR (reports received), confirm add on selecting "Yes" below.

Then continue with the request > type abbreviated add on tests in clinical details field > submit request > print out stickers and send to the laboratory to notify us.

Would you like to continue with the ADD ON request?

Yes No

- **There is no requirement to telephone the lab in either case.**

ICE add-on process for laboratory staff:

- Add on requests are to be processed by the laboratory as **routine in-patient** work, and in line with add-on restrictions according to analyte stability as detailed below:

HAEMATOLOGY

Analyte	Stability in serum (or whole blood/plasma if test performed in EDTA or citrate tube)	Reason / Reference
APTT	Up to 4 hours	<i>Blood Coagul Fibrinolysis 2011;22: 215-220</i>
Blood films	Up to 24 hours	<i>The International Consensus Group for Haematology Review. Suggested Criteria for Action Following Automated CBC and WBC Differential Analysis. ISLH</i>
D-Dimer	Up to 24 hours	<i>Blood Coagul Fibrinolysis 2011;22: 215-220</i>

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INR	Up to 24 hours	<i>Blood Coagul Fibrinolysis 2011;22: 215-220</i>
PT	Up to 24 hours	<i>Blood Coagul Fibrinolysis 2011;22: 215-220</i>
Thrombin time	Up to 24 hours	<i>Blood Coagul Fibrinolysis 2011;22: 215-220</i>
ESR (if stored at room temperature)	Up to 24 hours	<i>ICSH recommendations for measurement of erythrocyte sedimentation rate. International Council for Standardization in Haematology (Expert Panel on Blood Rheology) J Clin Pathol : March 1993 46(3)</i>
Reticulocyte count (automated)	Up to 24 hours	<i>Siemens ADVIA 2120 online help file</i>
Infectious Mononucleosis Screening Test (room temp or refrigerated)	Up to 24 hours	<i>Kit Insert</i>

BIOCHEMISTRY

Analyte	Stability in serum (or whole blood/plasma if test performed in EDTA or citrate tube)	Reason / Reference
Alanine aminotransferase (ALT)	Up to 72 hours	<i>In-house study (click here for data)</i>
Albumin	Up to 48 hours	<i>In-house study (click here for data)</i>
Alkaline phosphatase (ALP)	Up to 48 hours	<i>In-house study (click here for data)</i>
Ammonia	NOT suitable for add-ons	Results on samples more than 30 minutes old are not reliable <i>Clinical guide to laboratory tests. 2nd Edition. 1990. p48</i>
Amylase	Up to 72 hours	<i>In-house study (click here for data)</i>

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Aspartate aminotransferase (AST)	Up to 48 hours	<i>In-house study</i> (click here for data)
Bicarbonate	NOT suitable for add-ons	The assay should be performed immediately after opening the tube and as promptly as possible after collection and centrifugation. <i>Tietz Textbook of Clinical Chemistry and Molecular Diagnostics. 4th Edition. 2006. p991</i>
Bilirubin (total)	Up to 72 hours	<i>In-house study</i> (click here for data)
C-reactive protein (CRP)	Up to 72 hours	<i>In-house study</i> (click here for data)
Calcium	Up to 72 hours	<i>In-house study</i> (click here for data)
Chloride	Up to 72 hours	<i>In-house study</i> (click here for data)
Cholesterol	Up to 72 hours	<i>In-house study</i> (click here for data)
Cortisol	Up to 72 hours	<i>In-house study</i> (click here for data)
Creatine kinase (CK)	Up to 72 hours	<i>In-house study</i> (click here for data)
Creatinine	Up to 72 hours	<i>In-house study</i> (click here for data)
Ferritin	Up to 24 hours	<i>In-house study</i> (click here for data)
Folate	Up to 72 hours	<i>In-house study</i> (click here for data)
Free T4	Up to 72 hours	<i>In-house study</i> (click here for data)
γ-Glutaryl transferase (GGT)	Up to 72 hours	<i>In-house study</i> (click here for data)
HDL	Up to 72 hours	<i>In-house study</i> (click here for data)
Magnesium	Up to 72 hours	<i>In-house study</i> (click here for data)
Oestradiol	Up to 72 hours	<i>In-house study</i> (click here for data)
Osmolality	Up to 6 hours	<i>Kift RL, Goodall SR. "Add-on" test requests: are samples stored on sample manager modules suitable for delayed analysis? Ann Clin Biochem 2011; 48 Suppl 1: 50</i>

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Phosphate	Up to 72 hours	<i>In-house study</i> (click here for data)
Potassium	Up to 72 hours	<i>In-house study</i> (click here for data)
Prolactin	Up to 6 hours	<i>In-house study</i> (click here for data)
Procalcitonin	Up to 24 hours	<i>Meisner et al., Eur J Clin Chem Clin Biochem (1997) 35 (8) 597-601 (measured in EDTA plasma)</i>
Progesterone	Up to 72 hours	<i>In-house study</i> (click here for data)
Sodium	Up to 72 hours	<i>In-house study</i> (click here for data)
Testosterone	Up to 72 hours	<i>In-house study</i> (click here for data)
Thyroid stimulating hormone (TSH)	Up to 72 hours	<i>In-house study</i> (click here for data)
Total T3	Up to 72 hours	<i>In-house study</i> (click here for data)
Triglycerides	Up to 72 hours	<i>In-house study</i> (click here for data)
Troponin I	Up to 6 hours	<i>In-house study</i> (click here for data)
Urate	Up to 72 hours	<i>In-house study</i> (click here for data)
Urea	Up to 72 hours	<i>In-house study</i> (click here for data)
Vitamin B12	Up to 72 hours	<i>In-house study</i> (click here for data)
Vitamin D	Up to 72 hours	<i>In-house study</i>

The stability of all other analytes has not been evaluated in-house. Stability data should be obtained from the manufacturer's instructions for use (IFU) document or from the stability data listed in the appendix of the WHO document titled "Use of anticoagulants in diagnostic laboratory investigations" (WHO/DIL/LAB/99.1 Rev.2) ([click here for document](#)). **The Duty Biochemist should be consulted if there is any doubt regarding issuing results on old samples.**