



<input type="checkbox"/> ADMINISTRATE POLICY & PROCEDURE (APP)		<input type="checkbox"/> INSTITUTIONAL POLICY & PROCEDURE (IPP) <input type="checkbox"/> INTERDEPARTMENTAL <input type="checkbox"/> INTERNAL	
TITLE		POLICY NUMBER/V#	
Reference Laboratory services		MMC – LAB – 13 (01)	
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
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APPLIES TO		RESPONSIBILITY	
Laboratory Department		All lab staff.	

1. Policy

- 1.1 This policy gives outlines to all laboratory Staff about how to send the samples to external accredited laboratory "AIFA laboratory" according to contract & protocol between the Medical Complex & this laboratory and how to receive, keep and record their results.

2. Purpose

- 2.1 To carry out all unavailable, rare or infrequently requested test by clinician to reach the proper diagnosis and management of the patient's. To do proficiency testing and confirming some of the results provided by Mayyara Medical Complex Laboratory.

3. Definition

- 3.1 None.

4. Affected department

- 4.1 Laboratory Department.



5. Procedures

- 5.1 The laboratory technician will prepare the sample to be sent out and label it well according to our policy for patient identification.
- 5.2 The laboratory technician will contact the referral laboratory about extraction, preparation, preservation & storage of sample if there are particular instructions for certain tests.
- 5.3 Fill the request form of the referral laboratory with complete identification of the patient & sample.
- 5.4 The technician will record the send out sample in send out logbook.
- 5.5 Samples stored in a way to avoid extreme of temperature according to type of sample & type of test which may be stored in refrigerator at 2 – 8 °C, in freezer or room temperature until referral laboratory driver come to take them.
- 5.6 All specimens or samples are transported to external laboratory in leak proof container & sealed plastic biohazard bags completely identified.
- 5.7 The porter person from referral laboratory will have sample transfer box for carrying the samples & specimens according to transport instructions.
- 5.8 After receiving the test results firstly by fax & then the original one given by the driver after that, receptionist will record it in received file for send out samples & deliver it to laboratory specialist to review the result.
- 5.9 The test result is entered to laboratory information center with the reference value of the referral laboratory.



5.10 The results are reprinted on the laboratory report and revised again by laboratory specialist and/or laboratory director and inform the attending physician according to result reporting.

6. Responsibilities

6.1 All Laboratory Staff.

7. Reference

7.1 CBAHI Teaching Tools.

7.2 CBAHI Standard Number: LB.26.

8. Attachments

8.1 List of Tests Sent out to ALFA Laboratories

8.2 Form of Send Out Tests

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