Requisition Completion - Minimum Requirements for Clinical Specimens

Patient information
1. Full first and last name
   or coded confidential name or temporary identification for unidentified hospital patients
   and
2. Unique identifier (one of the below listed in order of preference)
   o Personal healthcare number (PHN) or
   o Unique lifetime identifier (ULI) or
   o Personal identification number such as Federal, Military, RCMP, Refugee, Immigration, Passport or
   o Facility assigned number such as Hospital, Clinic or Laboratory assigned number.
   **Exception:** In the Edmonton zone, only Alberta unique lifetime identifier (ULI) or Alberta personal healthcare number (PHN) is acceptable for pretransfusion testing including crossmatch, type and screen, or draw and hold.

Health care professional information
3. Full first and last name of ordering professional
   and
4. Complete address for reporting location or physician code for report delivery
   and
5. Clinical history

If any of the above is missing, incomplete or illegible the request may be rejected or testing delayed.

Specific specimens may require additional information to be acceptable.
   Examples:
   - Some requests must use a specific type of requisition and will not be accepted if the test is written on a general requisition.
   - Pretransfusion requests require a collection specific identifier called a blood bank identification number, two independent signatures, date and time of collection.

Incomplete requisitions may cause delays in testing even if minimum requirements are met.
   Examples:
   - Some requests require specimen source or clinical information before they can be processed.
   - No tests are checked off.

Please see specific test information in the Test Directory for details.