

**SERVICE NAME: REAL-TIME POLYMERASE CHAIN REACTION DETECTION OF SARS-COV2**

**Description of the Service:** *San Antonio City of Ilagan Molecular Laboratory provides RT PCR testing for COVID-19 Patients.*

*The procedure below describes how Molecular Laboratory processes the samples received. The results are released through the COVID-CODA website which various disease-reporting units can gain access to through their corresponding CODA account. The processing time reflected below assumes that the maximum number of samples received per day is 200.*

Office or Divisions:		MOLECULAR LABORATORY		
Classification:		Simple		
Type of Transactions:		G2C Government to Client		
Who may avail:		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Case Investigation Form (CIF) Annex E attachments PBEF (Philhealth Eligibility Form) Three (3) copies of Linelist of samples (inactivated) to be tested		Disease Reporting Units Disease Reporting Units Philhealth Portal Unboxing/extraction Room		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Handover of sample storage box and linelist with inactivated samples for COVID-19 testing.  Register to Specimen Logbook.	-Verification of CIF -Acceptance of CIF -Disinfection of specimen box -Forwarding of specimens to Sample Handling Room via passbox	1,200 for Philhealth Claims	20 minutes	Juan Lappay- Receiving clerk  Kazelle F. Lara Receiving clerk
2. None	<ul style="list-style-type: none"> <li>• Unboxing and acceptance of specimens from reception</li> <li>• Labeling of vtms and linelist with Laboratory ID number (COIL - YEAR-NO.)</li> </ul>	none	40 minutes	Laboratory Technical staff on-duty

3. None	<ul style="list-style-type: none"> <li>• Sorting and Preparation of extraction and PCR worksheet</li> <li>• Label of MCTs and Spin column for extraction (Manual extraction and SRR)</li> <li>• Forwarding of labeled samples from the Specimen handling room to the Extraction room via pass box</li> </ul>	None	30 minutes	Laboratory Technical staff on-duty
4. None	<ul style="list-style-type: none"> <li>• Nucleic Acid Extraction of samples via Manual extraction (Genamplify or SRR)</li> </ul>	None	1 hour and 30 minutes	Laboratory Technical staff on-duty
5. None	<p>Real Time PCR Detection of SARS-CoV-2</p> <ul style="list-style-type: none"> <li>• PCR Master Mix Preparation</li> <li>• Template Addition</li> <li>• Real Time PCR run (MIC qPCR)</li> <li>• Analysis and Interpretation of graph per samples</li> <li>• Sending of files to Pathologist via Email</li> </ul>	None	2 hours	Laboratory Technical staff on-duty
6. None	<ul style="list-style-type: none"> <li>• Final verification of results and approval for tagging/releasing</li> </ul>	None	1 hour	Anatomic and Clinical Pathologist (Molecular Laboratory)
7. None	<ul style="list-style-type: none"> <li>• Encoding of assigned Laboratory specimen IDs of each patient in COVID CODA website</li> </ul>	None	1 hour and 30 minutes	Laboratory Technical staff on-duty Alejandro Navarro Jr. - Laboratory Encoder
8. None	<ul style="list-style-type: none"> <li>• Tagging of verified laboratory results through COVID-CODA website</li> </ul>	None	1 hour	Laboratory Technical staff on-duty Alejandro Navarro Jr. - Laboratory Encoder
9. None	<ul style="list-style-type: none"> <li>• Release of verified and approved Official Results to the Disease Reporting Units via Email</li> </ul>	None	2 hours	Alejandro Navarro Jr. - Laboratory Encoder
<b>TOTAL:</b>			10 hours and 30 minutes	