

**SERVICE NAME: REAL-TIME POLYMERASE CHAIN REACTION DETECTION OF SARS-COV2 for Walk-in Clients.**

**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.*

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>		
Official Receipt Patients Interview Form Three (3) copies of Line list of samples (inactivated) to be tested		Cashier-SACIH Receiving area- Molecular laboratory 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. Client will pay at Cashier's Office	-Issue Official Receipt to walk-in clients	2,620 for walk in patients	5 minutes	Aida Ilayat-Cashier
2. Completion Patients Interview form	-Signing and interviewing of patients before swabbing	None	5 minutes	Anna Joy Nicolas-Laboratory Supervisor
3. Swabbing booth	-Donning of Medical technology assigned and Swabbing of Walk- in Client -Register to Specimen Logbook	None	5 minutes	Assigned Medical Technology on duty
4. None	Forwarding of specimens to Sample Handling Room via pass box	None	2 minutes	Assigned Medical Technology on duty
5. None	-Unboxing and acceptance of specimens from reception -Labeling of vtms and linelist with Laboratory ID number (COIL -YEAR-NO.)	None	40 minutes	Laboratory Technical staff on-duty

6. 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
7. 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
8. None	<ul style="list-style-type: none"> <li>-Real Time PCR Detection of SARS-CoV-2</li> <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
9. None	<ul style="list-style-type: none"> <li>-Final Verification of results and approval for tagging and releasing.</li> </ul>	None	1 hour	Anatomic and Clinical Pathologist (Molecular Laboratory)
10. None	<ul style="list-style-type: none"> <li>Encoding of assigned Laboratory Specimens 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
11. 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. --

12. None	Release of verified and approved Official Results to the Disease Reporting Units via email	None	2 Hours	Laboratory Encoder  Alejandro Navarro Jr.- Laboratory Encoder
TOTAL			10 hours and 30 minutes	

**Specific Condition:**

In the event of problematic PCR runs due to power outage, PCR malfunction, specimen quality, reagent degradation, procedural errors etc., additional 10-12 hours shall be added to facilitate troubleshooting activities and repeat the test.