



**Internal/External**

**6. SERVICE NAME: REAL-TIME POLYMERASE CHAIN REACTION DETECTION OF SARS-COV 2**

**Description of the Service:** San Antonio City of Ilagan Molecular Laboratory offers RT PCR testing specifically for COVID-19 patients. The process outlined below details how submitted samples are handled within the laboratory. Once processed, the results are promptly made available on the CODA website, enabling authorized disease-reporting units to access them via their respective CODA accounts.

<b>Office or Division:</b>	San Antonio City of Ilagan Hospital - Molecular Laboratory
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Client
<b>Who may avail:</b>	In-patients, DRU patients

<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 line list with inactivated samples for COVID-19 testing.	Verification of CIF  Acceptance of CIF	None	30 minutes	Franczeska Namyr I Nano, Medical Technologist I  or Medical Technologist on Duty



Register to Specimen Logbook.	Disinfection of specimen box  Forwarding of specimens to Sample Handling Room via passbox			
	Unboxing and acceptance of specimens from reception  Labeling of vtms and linelist with Laboratory ID number (COIL - YEAR-NO.)	None	40 minutes	Analyst on Duty
	Sorting and Preparation of extraction and PCR worksheet  Label of MCTs and Spin column for extraction (Manual extraction and SRR)  Forwarding of labeled samples from the Specimen handling room to the Extraction room via pass box	None	1 hour	Analyst on Duty



	Nucleic Acid Extraction of samples via Manual extraction (Genamplify or SRR)	None	2 hours	Analyst on Duty
	Real Time PCR Detection of SARS-CoV-2  PCR Master Mix Preparation  Template Addition  Real Time PCR run (MIC qPCR)  Analysis and Interpretation of graph per samples	None	3 hours	Analyst on Duty
	Sending of files to Pathologist via Email	None	30 minutes	Analyst on Duty
	Final verification of results and approval for tagging/releasing	None	2 hours	Anatomic and Clinical Pathologist



				(Molecular Laboratory)
	Tagging of verified laboratory results through COVID-CODA website	None	2 hours	Franczeska Namyr I Nano, Medical Technologist I or Medical Technologist on Duty
	Release of verified and approved Official Results to the Disease Reporting Units via Email	None	2 hours	Franczeska Namyr I Nano, Medical Technologist I or Medical Technologist on Duty
	<b>TOTAL</b>		13 hours and 40 minutes	Franczeska Namyr I Nano, Medical Technologist I or Medical Technologist on Duty  Analyst on Duty

**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.



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