



Internal/External

7. SERVICE NAME: REAL-TIME POLYMERASE CHAIN REACTION DETECTION OF SARS-COV 2 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 Division:	San Antonio City of Ilagan Hospital - Molecular Laboratory
Classification:	Simple
Type of Transaction:	G2C Government to Client
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		Cashier-SACIH		
Patients Interview Form		Receiving area- Molecular laboratory		
Three (3) copies of Line list of samples (inactivated) to be tested		Unboxing/extraction Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will pay at Cashier's Office	Issue Official Receipt to walk-in clients	2,620 for walk in patients	10 minutes	Aida Ilayat-Cashier



2. Completion of Patients Interview form	Signing and interviewing of Patients before swabbing	None	20 minutes	MedTech on Duty
3. Client will proceed to the swabbing booth	Prepare all materials need for swabbing Donning of PPE Register to specimen receiving logbook	None	20 minutes	MedTech on Duty
	Forward specimen to Sample Handling Room via pass box	None	10 minutes	Franczeska Namyr I Nano, Medical Technologist I or Medical Technologist on Duty
	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



	<ul style="list-style-type: none">• Sorting and Preparation of extraction and PCR worksheet <p>Label of MCTs and Spin column for extraction (Manual extraction and SRR)</p> <p>Forwarding of labeled samples from the Specimen handling room to the Extraction room via pass box</p>	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	None	3 hours	Analyst on duty
	PCR Master Mix Preparation			
	Template Addition			



	Real Time PCR run (MIC qPCR)			
	Analysis and Interpretation of graph per samples			
	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)
	Encoding of assigned Laboratory Specimens IDs of each patient in COVID CODA website	None	2 hours	Franczeska Namyr I Nano, Medical Technologist I or Medical Technologist on Duty
	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	None	2 hours	Franczeska Namyr I Nano, Medical Technologist I or



	Reporting Units via Email			Medical Technologist on Duty
TOTAL			16 hours and 10 minutes	Franczeska Namyra 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.