**Exeter Clinical Laboratories New Requestor Form**

Thank you for your request. To enable us to ensure you receive your results as soon as possible please complete the information below and return to:

[Rde-tr.bloodsciencesadmin@nhs.net](mailto:Rde-tr.bloodsciencesadmin@nhs.net)

**CORRECTLY IDENTIFYING YOUR REQUESTS**

Please provide the following information so that we can easily identify your requests and book them into the correct requestor when they are received in our laboratory. Please provide an example request form so that we can easily identify your requests.

|  |  |
| --- | --- |
| **Organisation name**  Exactly as appears on your request form |  |
| **Department name**  Exactly as appears on your request form |  |
| **Are you a subscriber of NPEX** |  |

**Who should reports be sent back to?**

This can be an individual or generic position. The paper hard copy of the report will be sent in the post to this address

|  |  |
| --- | --- |
| **Name** |  |
| **Address & Postcode** |  |
| **Email** |  |
| **Telephone number** |  |

**Address for invoices to be sent**

|  |  |
| --- | --- |
| **Name** |  |
| **Address & Postcode** |  |
| **Email for invoice** |  |
| **Telephone number** |  |
| **Purchase Order Number** | **If your organisation requires PO number, please enter here.** |

**Paying organisation:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address & Postcode** |  |
| **Email** |  |
| **Telephone number** |  |

**In general we would always recommend that samples are sent from your local Pathology Laboratory for the following reason:**

* **You get to use your local form and normal laboratory transport arrangements**
* **The samples are shipped according to the rules that govern biological specimens in the post**
* **The results we report will be recorded on the patient’s pathology file**
* **Invoicing is simplified.**

**If you are NOT working in a laboratory and filling this form, please speak to your local laboratory to try to arrange for samples to be sent by them.**

**If you have any queries about our referral service, please email:**

[**rde-tr.bloodsciencesadmin@nhs.net**](mailto:rde-tr.bloodsciencesadmin@nhs.net)

**For clinical queries and advice, please email:**

[**rde-tr.Biochemconsultants@nhs.net**](mailto:rde-tr.Biochemconsultants@nhs.net)

**for exeter blood sciences laboratory use only:**

|  |  |
| --- | --- |
| **Attached example request form** |  |
| **Principal Organisation Code** |  |
| **Alias Organisation Codes** |  |
| **Principle Location Code** |  |
| **Alias Location Codes** |  |
| **Principal Requestor Code** |  |
| **Alias Requestor Codes** |  |
| **Set-up on IPS** |  |
| **Set-up on Modulab** |  |
| **Booked-in all reports to new location and re-printed** |  |
| **Sent email to relevant staff** |  |
| **Updated database of New Requestors** |  |