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1. Full name (both surname and first name), date of birth and either NHS number or MRN number constitute four key identifiers for identification of the patient. Note: Calling names or preferred names are not acceptable. Pre-printed patient ID labels are acceptable if they include the four key identifiers.

**Request forms without the required four key identifiers, cut off labels or with incorrect information will be rejected** (See specimen acceptance policy for full details).

Male/female information is important, particularly where the gender is not identifiable by name, as some diseases follow different courses in male and females, affecting prognosis.

1. The address is not considered a key identifier, although if present it is used by the laboratory to help confirm patient identity.
2. It is essential to indicate whether the patient is an NHS or private patient. This allows appropriate triage of the specimen within the department and is also used for billing purposes.
3. This should be filled in with the Consultant in charge.
4. State where the specimen was taken including the Hospital and ward/department, for example; Gloucester Royal Hospital, Endoscopy Unit).
5. This box should indicate where the final clinical report should be sent to. If additional copies are required (i.e – to a different practitioner or GP) then it is important to include this information here, for example; Dr T Smith’s secretary at Cheltenham General Hospital.
6. This must be completed by the practitioner who performed the procedure, please include full name and signature.
7. Specimen collection dates and times are an important part of the specimen record, and affect the order of tests displayed in the computer system along with turnaround time calculations.
8. Please state the specimen type, tissue type and site (i.e. Excision, skin, left forearm). Multiple specimens should be clearly labelled and differentiated both on the specimen containers and the request form.
9. Clinical details are vital. Without them, the laboratory will not process the specimen. If the sample is high risk, e.g. possibility of TB, HIV or Hepatitis this should be clearly displayed here. **Specimens from patients with CJD will not be accepted.** In addition, previous medical history is useful to clarify the pathway through the laboratory.
10. Please indicate whether there is a possible cancer risk or if the patient is following a ‘two week wait’ initiative. This allows the laboratory to triage appropriately. Also please tick if there is a scheduled MDT meeting for this patient.
11. If the patient has a follow up appointment, please indicate here to allow appropriate triage within the laboratory.