

Where practical, your PoCT testing specimens should be labelled with the time of collection and patient's details (e.g. attach a sticky label immediately after collection). This helps ensure that all PoCT tests are performed within the recommended time limits and that the correct patient information is entered at the device so the results transmit accurately to their patient record.

A patient with a KNOWN Patient Identification Number

Patient identification number present as a barcode:

1. Scan the patient ID barcode.
2. During testing, it is also recommended to enter the patients' date of birth as specified in device Quick Reference Guide. This is an 8 digit number in the format DDMMYYYY.

Patient identification number that is NOT present as a barcode:

1. Enter the patient identification number as requested by the device and ensure there are no errors.
2. During testing, it is also recommended to enter the patients' date of birth as specified in device Quick Reference Guide. This is an 8 digit number in the format DDMMYYYY.

A patient with an UNKNOWN Patient Identification Number

This includes a patient who is fully identified but does not have a patient identification number, and patients who are unidentifiable at the time of presentation.

Record as much information about the presentation as you can on the **Unknown or Incorrect Patients – Reconciliation Form** and contact your local POCT Co-ordinator as soon as possible.

1. Scan the Unknown Patient barcode or enter 999999999 (“nine nines”) as the patient identification number.
2. During testing, enter the patients' date of birth as specified in device Quick Reference Guide. This is an 8 digit number in the format DDMMYYYY.
3. Fill out an **Unknown or Incorrect Patients – Reconciliation Form** with all the patient's details. The results can be merged into the patient's file once a patient identification number and electronic admission record is created.
4. Send the form to your PoCT Co-ordinator.

In the event of an Unknown Patient Date of Birth

1. Enter 01011900 for patients' date of birth as specified in device Quick Reference Guide.
2. When the patients' date of birth becomes available, fill out an **Unknown or Incorrect Patients – Reconciliation Form** with all the patient's details. The results can be merged into the patient's file once a patient identification number and electronic admission record is created.
3. Send the form to your PoCT Co-ordinator.