

# PROFORMA 646: CLOZAPINE TDM SERVICE INSTRUCTIONS



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## The ASI Clozapine TDM Service – How to Register

We have designed an easy-to-use, secure Laboratory Portal that provides you with downloadable sample request forms, and access to patient history results on-line to improve the efficiency of managing your patients on clozapine.

Both Sample Requestors and ASI are obliged to comply with the NHS policy of 'No Purchase Order-No Pay' in order to monitor budgets, so it is vital that a Purchase Order Number accompanies all sample requests – this can be done very easily by speaking to your local Procurement Department.

### To register, follow these 3 simple steps

#### Step 1

Visit our ASI Laboratory Portal website - [www.asilab.co.uk](http://www.asilab.co.uk)

#### Step 2

To register, click '**Register Now**' and complete our on-line registration form with your contact details plus the addresses for the sampling location that you wish to be associated with. This will allow you access to the Laboratory Portal to view the results for samples sent from patients at this location. You can add multiple sampling locations, as required.

#### Step 3

Once you have filled in your details and your sampling location(s), click '**Submit Registration**' (if you forget a sampling location or two, don't worry – more can be added later once you become authorised).

### Registration Completed

#### Our Job

We will receive your registration request and verify your credentials with the hospital, GMC or other professional body. Subject to this check, we will confirm that your registration is *bona fide*, and send you a confirmation e-mail. You can now log in to the portal and will have access to patient results for your selected sampling location(s). If you opted-in to e-mail alerts for test results, you will receive these when your latest results from your location(s) are ready to be viewed. A patient history is progressively built up as further results are uploaded for easy on-line trend analysis. Simple.

### Sample Request Forms – visit [www.asilab.co.uk](http://www.asilab.co.uk)

These can be downloaded as Microsoft Word or .pdf documents from the Portal home page. We would recommend that you download the Word version of the form and fill out the common fields that don't change, e.g. the sampling location address and, importantly, your Purchase Order Number – this **must** be included for the samples to be processed.

Print several copies of this form for all staff to use when taking and submitting samples. They will need to fill out the remaining fields (e.g. sampling date and time) when samples are drawn, and put a copy of the completed request form into the pre-paid envelope along with the labelled blood sample for returning to the ASI laboratory. Keeping the original Sample Request Form for your records is good practice for tracking.

Analytical Services International Ltd.

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