## **LGH Pathology Reception - General Information**

The Laboratory Reception is situated within the Pathology Laboratory and is divided into two areas. In <u>Sample Reception</u>, samples are received, checked, registered and distributed to the Laboratories for analysis. Staff in the <u>Reception Office</u> deal with telephone and personal callers, provide administrative support on samples referred to outside laboratories, and handle distribution of Laboratory patient reports and sample containers.

## **Departmental Information**

#### Postal Address

#### Email

Pathology Department Letterkenny General Hospital High Road Letterkenny Co Donegal

# **Departmental Phone Numbers**

Internal Extension External Direct Dial

pathology.reception@hse.ie

Pathology Laboratory Reception 3557 074 9123557

**Routine Opening Hours** 

Laboratory Reception Monday - Friday 0900-1700

## **Laboratory Reports**

Patient reports are distributed Monday to Friday. In addition, reports to Emergency Department and Renal Dialysis Departments are distributed Saturdays and Sundays.

# **Telephone enquiries for Results**

Telephone enquiries are answered Monday to Friday, 9am to 5pm. Routine telephone enquiries should not be necessary from hospital staff in areas where results are available on the LIS (Laboratory Information System).

#### **Requisitions for Laboratory Forms and Sample Containers**

The Laboratory reception supplies Laboratory request forms and sample containers to Hospital and Primary Care units. All orders must be collected.