

St Vincent's Healthcare Group, Department of Pathology and Laboratory Medicine		Pathology
LF-GEN-GPSETUP	Edition 4	Effective Date: 28.01.25
GP Service Request Application Form		Page 1 of 1
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GP Service Request Form

We have received your request to be set up to avail of laboratory services from the Department of Pathology and Laboratory Medicine, St Vincent's University Hospital. This will be provided to you through Healthlink electronic reporting on completion and return of the following detail:

Note: All information must be provided.

Note: Please complete one form per GP if more than one GP applying.

1	GP Full Name	
2	Practice Address	
3	Medical Council Registration No.	
4	Practice Telephone No.	
5	Practice Contact Name	
6	Email address (for general enquiries)	
7	Healthlink Registered Email	
8	*Out-of-hours GP Mobile phone number <small>Note: This is a MANDATORY FIELD and must be completed in order to proceed with your service request</small>	
9	*Out-of-hours Deputising Service Contact	
10	Applicant's Signature	

NOTE: It is the responsibility of the Clinician to UPDATE this information in the event of any changes, to ensure that their patients are not put at risk in the event of difficulty communicating a critical result

* On rare occasions, the laboratory may need to contact a GP outside of normal office hours (but usually within the times of routine laboratory service 8am to 8pm weekdays, and 9am-1pm Saturdays) to communicate a significantly abnormal or critical result. Applicants **must provide a mobile phone number** as our first point of contact with critical results. In addition, we require the details of your appropriate deputising service telephone number. It is the responsibility of the GP to ensure that the arrangements for this deputising service are in place such that critical results can be communicated if necessary.

The Department of Pathology and Laboratory Medicine's policy is that all GPs wishing to register with the hospital to send pathology work, will receive results electronically via Healthlink. The benefits of such a system in better data integrity and improved patient safety are well established. The Healthlink office can be contacted at (01) 8287115 or at www.healthlink.ie.

This completed application form MUST be returned to both Healthlink (support.healthlink@hse.ie) and Pathology Administration (PathologyAdmin@svhg.ie) prior to sending in bloods for analysis.

<i>For Laboratory Use Only</i>	<i>Date</i>	<i>Initials</i>
Receipt of Application Form:		
Set up in APEX. APEX Code _____		
GP Update/ HLK setup complete		

Laboratory Form

(Controlled copies printed on **blue paper only**- all other printed copies are uncontrolled)

Date Printed: 13/06/25