**Specimen Referral Data Summary Collection Form**

The purpose of this summary form is to report key performance indicators for specimen referral and reporting of results. **Only fill the section that is related to your operations**: a **Referral Laboratory** is one that receives any specimen for testing; a **Referring Facility** is one that collects specimens from patients and sends to another laboratory for processing and testing; and a **courier or transport service** provider is the one that physically picks up specimens or results and transports them to their intended destination. **See M&E Framework document in Specimen Referral Toolkit for more detail on indicators and calculation methods.**

|  |  |
| --- | --- |
| Name of site |  |
| Location of site (City/town, District, Region, etc.) |  |
| Referral lab, referring facility, or transport provider? |  |
| Reporting period (monthly, quarterly, bi-annually) |  |

**Referral Laboratory**

|  |  |
| --- | --- |
| **Key Performance Indicator** | **Result** |
| 1. Total number of referred specimens received at the referral laboratory |  |
| 1. Specified transport time for specimens to arrive at the referral laboratory after collection (in days or hours)*, especially if different from national guidelines* |  |
| 1. Number of shipments that arrive at the referral laboratory within the specified transport time |  |
| 1. Total number of shipments received at the referral laboratory |  |
| 1. Proportion of shipments that arrive at the referral laboratory within the specified transport time (**indicator c divided by indicator d**) |  |
| 1. Number of specimens that were rejected because of factors related to inadequate or improper transport, packaging or documentation |  |
| 1. Proportion of specimens that were rejected because of factors related to inadequate or improper transport, packaging or documentation (**indicator f divided by indicator a**) |  |
| 1. Specified time by which the results should be picked up by the transport service or transmitted electronically (in days or hours)*, especially if different from national guidelines* |  |
| 1. Number of test results that were picked up by the transport service or transmitted electronically within the specified turnaround time after generation of the test result |  |
| 1. Total number of test results generated for referring facilities |  |
| 1. Proportion of test results that were picked up by the transport service or transmitted electronically within the specified turnaround time after generation of the test result (**indicator i divided by indicator j**) |  |

**Referring Facility**

|  |  |
| --- | --- |
| **Key Performance Indicator** | **Result** |
| 1. Number of specimens referred for testing |  |
| 1. Number of shipments dispatched for testing (optional) |  |
| 1. Specified transport time for specimens to be picked up by transport service after collection (in days or hours)*, especially if different from national guidelines* |  |
| 1. Number of specimens which were picked up by the transport service within the target turnaround time |  |
| 1. Proportion of specimens which were picked up by the transport service within the target turnaround time (**indicator d divided by indicator a**) |  |
| 1. Number of referred specimens for which a result was returned |  |
| 1. Proportion of referred specimens for which a result was returned (indicator e divided by indicator a) |  |
| 1. Specified time by which the results should be received by the referring facility (in days or hours)*, especially if different from national guidelines* |  |
| 1. Number of referred specimens for which a result was received within the specified turnaround time |  |
| 1. Proportion of referred specimens for which a result was received within the specified turnaround time (**indicator i divided by indicator a**) |  |

**Courier / Transport Service Provider**

|  |  |
| --- | --- |
| **Key Performance Indicator** | **Result** |
| 1. Number of specimens transported |  |
| 1. Number of shipments transported |  |
| 1. Specified transport time for specimens to be picked up by transport service after collection (in days or hours)*, especially if different from national guidelines* |  |
| 1. Number of shipments that are delivered within the specified transport time |  |
| 1. Proportion of shipments that are delivered within the specified transport time (**indicator d divided by indicator b**) |  |
| 1. Number of shipments that were lost or damaged |  |
| 1. Proportion of shipments that were lost or damaged (**indicator f divided by indicator b**) |  |