

Name: (your name here)

Institute: (Name of your institute here)

Examination: (mention part 1 or 2, month & year of examination here)

Important instructions for completing and submitting Biochemistry Section

1. Xerox of original Biochemistry, clearly readable, must be attached with each Biochemistry submitted in logbook.
2. Scanned copy of original Biochemistry, clearly readable, must be submitted on the CD/DVD with each Biochemistry submitted.
3. Use font as "Times Roman" font size 10.
4. **Normal value range must always be written.**
5. **Your material must be typed strictly in appropriate columns as in the template provided.**
6. In tables, use second table for additional parameters.
7. Use the 'other reports' for smear reports, culture reports etc that are descriptive.
8. Specify "**nature of fluid**" along with parameter name and group fluid together (Very Important). Eg

Parameter	Observed value	Normal range
CBC		
S. Urea		
S. Creatinine		
S. Glucose		
Pleural sugar		
CSF sugar		
Urine Na		
Peripheral smear		

Others (reports):

1. Peripheral smear:

9. Each Biochemistry must be saved as separate document in format: "your name_Biochem_Biochem number" eg. First Biochem will be saved as "Hemant shah_Biochem_1.doc" and second Biochem as "Hemant shah_Biochem_2.doc"
10. All Biochemistry to be stored in Biochemistry folder on CD. All scanned copies must also be saved in same folder with same name.
11. Structure of Folders on CD/DVD (clearly write your name, institute and examination, year appearing with CD writer pen)

CD: Logbook of Hemant Shah Part 1 Feb 2012

- a. ECG folder
- b. ABG Folder
- c. Xray Folder
- d. CT folder
- e. Hematology Folder
- f. Biochemistry Folder

- Hemant shah_Biochem_1.doc
- Hemant shah_Biochem_1.pdf
- Hemant shah_Biochem_2.doc
- Hemant shah_Biochem_2.pdf
-
- Hemant shah_Biochem_9.doc
- Hemant shah_Biochem_9.pdf
- Hemant shah_Biochem_10.doc
- Hemant shah_Biochem_10.pdf

12. Print out of each document must be submitted in Hard Copy of Logbook with each Biochemistry starting on new page.