

[www.kingstonacu.org.uk](http://www.kingstonacu.org.uk)  
[www.kingstonsemenanalysis.org.uk](http://www.kingstonsemenanalysis.org.uk)

## Important Information

### Please read carefully before arranging your seminal fluid analysis appointment

Thank you for using the Kingston Hospital online Seminal Fluid Analysis Booking System. This document should provide you with all of the information that you need to arrange your analysis but if you still have questions after reading this document please visit the Frequently Asked Questions (FAQ) section of the website before contacting us.

Your analysis will have been requested from one of three sources and the method for booking varies slightly for each.

The sources are

1. Your General Practitioner (GP).
2. A clinic at either Queen Mary's Hospital Roehampton or Kingston Hospital. This includes samples requested by the Assisted Conception Unit.
3. A private appointment that you have undertaken with a hospital consultant. You will usually have been seen at Coombe Wing, Parkside Hospital or The New Victoria Hospital.

It is essential that prior to making your appointment you have a request form provided by the doctor or nurse who requested the analysis. It is not possible to analyse your sample without this form.

## How to arrange your appointment.

### Patient Details

Select the **Register Now** button on the main screen and enter as much information about yourself as possible. If you are being seen with your partner you may enter her details in the partner details box if you wish. If you have been seen at Queen Mary's or Kingston Hospital you will usually have a unique ID code on the request form and if this is the case please ensure that it is entered exactly as it appears on the form. You will not have this ID

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if you are being referred by your GP or a private clinic. If you have entered your unique ID then you will be required to enter your female partners surname and date of birth. If you do not have a partner please enter N/A in the appropriate fields

You should also select a username and password as this will be necessary should you wish to amend your booking.

Once you have completed this screen click next to bring up the **Referral Details** screen.

## Referral Details

Select the source of your referral from the Referred by drop down box. There are three options:

### 1) **GP**

You **MUST** enter your unique 10 digit NHS number. This will probably be shown on the request form. If it is not you should be able to find out this number from your GP.

Please ensure this is entered accurately as this information is used at the surgery to ensure your result is filed correctly. In addition you **MUST** select your GP practice from the drop down box. Just enter the first few letters of the address or the postcode and select your GP practice from the options available. It is very important that this process is performed accurately as this is where your result will be sent.

This list contains all of the GP surgeries in the UK. In the very unlikely event that you are not able to locate your surgery you will need to stop your registration and email this department for advice.

### 2) **Fertility clinics at Queen Mary's or Kingston Hospital**

You do not need to enter any additional information. If you know your consultant you may enter his/her surname.

### 3) **Private Consultant**

Please ensure you enter the surname of your consultant

Clicking next will register you with our secure database and you will receive an email informing you of this. **If the email does not arrive please check your spam folder.**

## Selecting your appointment date

To arrange your appointment enter the password you selected during the registration process and select your appointment date from those available. Once you have made your selection click on **Make Appointment** to complete the process. It is important to ensure that you have not ejaculated for between 2 and 5 days prior to the analysis. If you have abstained for more than 5 days the result may be invalid.

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If you are a private patient you will be required to click the box agreeing our payment terms. Payment is due at the clinic when you drop off your sample. We accept payment by credit or debit card only. We do not accept American Express. There is a small surcharge for payments made with a credit card

You will receive an email confirming your appointment date. You will need to print out this email and bring it with you when you drop off your sample. Please check your spam folder if this does not arrive

**It is usually only possible to arrange appointments a maximum of one week ahead and if there are no dates visible it means that all available slots are used up. In this case you should cancel at this point. Slots are usually released on Friday afternoons for the following week so you should check back regularly on Friday by logging in with your username and password**

If you wish to change you appointment you should log in again using your username and password and amend the selected date. If you wish to cancel your appointment and not rebook just click the cancel button

If you are asked to provide a second sample then please login again using your existing username and password rather than create another record.

## **Instructions for the day of analysis.**

Samples should be produced by masturbation and the seminal fluid ejaculated directly into the sterile pot supplied to you. Please do not use any lubricant as this may have an adverse effect on the sperm. It is usually best to do this at home although we do have a room you can use within the Assisted Conception Unit. However this is a busy department and there is sometimes a significant wait.

**You must ensure that your name and date of birth are written legibly on the pot**

Please ensure that you record on the request form supplied by the healthcare professional the time the sample was produced and the number of days of sexual abstinence. This must be between 2 and 5 days

If there is any additional information you feel would be useful for us such as any medication you are taking please record this as well.

Either you or your partner may deposit the sample within the laboratory. You should bring with you

1. The sample, properly labelled with your name and date of birth

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2. The original request form provided to you by the healthcare professional
3. A print out of the email sent to you with your appointment date

The sample should arrive at the clinic within one hour of ejaculation. You should report to the reception area between 8.30am and 10.00am and leave your sample with a member of ACU staff who will check your paperwork to ensure that everything is in order. If there is no-one at the reception area please take a seat in the waiting room and make yourself known as appropriate. Instructions for the location of our unit may be downloaded from [www.kingstonacu.org.uk/downloads](http://www.kingstonacu.org.uk/downloads) and locating the documents “Getting to Kingston Hospital” and “Locating the Assisted Conception Unit within Kingston Hospital”.

**Please note that some GP practices are still using old style forms which indicate that samples may be dropped off until 11.00am. THIS IS NOT THE CASE. The department opens at 8.30am and samples must be in the laboratory by 10.00am**

Once you have deposited your sample and arranged payment if you are a private patient you are free to leave.

**Please note that it will not be possible to analyse your sample if these steps are not followed**

## The Analysis.

The sample will begin to be analysed on the day it is delivered and the result usually takes about 10 days to be processed and sent back to the referral source.

**Results are not available from the laboratory.** If the sample has been requested by your GP you should arrange an appointment to discuss the results. Results from other clinics will be available at your next appointment.

If you have any questions please see the FAQ section of the website or contact us using [info@kingstonsemenanalysis.org.uk](mailto:info@kingstonsemenanalysis.org.uk)

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