

## PATIENT IDENTIFICATION AND SPECIMEN LABELING

### PROCEDURE STATEMENT

Positive patient identification and proper labeling of specimens are critical to quality testing and resulting in the laboratory.

Specimens without proper identification will be rejected by the laboratory.

### PROCEDURE

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| <b>Overview</b> | <b>Patient Identification: Outpatient</b>  |
| Step 1          | Verification is made by asking the outpatient to verify his/her name and state his/her date of birth. This information should be compared to the computer-generated requisition, physician script, and the label generated.  |
| Step 2          | In case of discrepancy, the sample is not to be collected until the discrepancy is resolved.   |
| <b>Overview</b> | <b>Patient Identification: Inpatient</b>   |
| Step 1          | Proper patient identification is made by comparing the patient's armband with information on the requisition or computer-generated label. The computer laboratory generated labels act as both the requisition and specimen label. Positive patient identification device (PPID) and wireless printers may also be used to ensure proper patient identification. |
| Step 2          | If a discrepancy is noted, the specimen must not be collected until the discrepancy is resolved.   |
| Step 3          | The armband must be on the patient. Armbands taped to the bed, bedside table, wall, etc. are not acceptable and the specimen must not be collected until a proper armband is placed on the patient. (NOTE: Only the RN is to place the armband on the patient – this is not to be done by phlebotomy).   |
| Step 4          | The patient is asked to verbally verify his or her identity whenever practical.  |
| <b>Overview</b> | <b>Specimen Labeling: Outpatient</b>   |
|                 | Each specimen submitted to the laboratory should be labeled with the following:  |
| Step 1          | <ol style="list-style-type: none"> <li>1. Patient's name</li> <li>2. Patient medical record number or date of birth</li> <li>3. Date and time of collection</li> <li>4. Identification of person collecting the specimen</li> </ol>  |

\*\*Printed copies are for reference only. Please refer to the electronic document to ensure latest version. \*\*

**PATIENT IDENTIFICATION AND SPECIMEN LABELING**

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|                 | <p>5. Specimen source/type (specimens other than blood)</p> <ul style="list-style-type: none"> <li>· All labels must be legible</li> <li>· Labels must be affixed to the specimen container.</li> <li>· Labels cannot be affixed to specimen container lid, biohazard bag, or parafilm.</li> <li>· Specimens without patient name and patient date of birth date/identification number will be rejected by the Laboratory.</li> </ul>  |
| <b>Overview</b> | <p style="text-align: center;"><b>Specimen Labeling: <a href="#">Inpatient</a></b></p> <p>Each specimen submitted to the laboratory should be labeled with the following:</p>  |
| Step 1          | <ol style="list-style-type: none"> <li>1. Patient name as it appears on the armband and test requisition/laboratory generated label.* (Nicknames and abbreviations must not be used, i.e., Wm. for William).</li> <li>2. Patient identification number and/or birth date.</li> <li>3. Collector’s Remedy Identification. Laboratory personnel collector’s information can be tracked electronically.</li> <li>4. Specimen collection date and time</li> <li>5. Specimen source/part type for all specimens other than blood must appear on requisition.</li> <li>6. All labels must be legible.</li> <li>7. Labels must be affixed to the specimen container at the time of collection. Labels cannot be affixed to specimen container lid, biohazard bag, or parafilm.</li> </ol> |
| <b>Overview</b> | <p style="text-align: center;"><b>Patient Identification: <a href="#">Pretransfusion Testing</a></b></p> <p>All blood specimens collected for pretransfusion testing are labeled at the time of specimen collection in the presence of the patient with the following information:</p>   |
| Step 1          | <ol style="list-style-type: none"> <li>1. Patient’s first and last name</li> <li>2. Patient’s Medical Record Number</li> <li>3. Date of Collection</li> <li>4. Collector’s Remedy Identification</li> </ol>  |