

Health Alliance

SUBJECT: Labeling Patient Samples

Purpose:

The quality and accuracy of patient test results depend upon correct labeling of patient samples. After the requested tests have been ordered in either the Laboratory Information System Computer, or the Hospital Information System Computer, labels are generated and placed on the patient samples.

Responsibility:

All LabOne associates who order and label laboratory specimens.

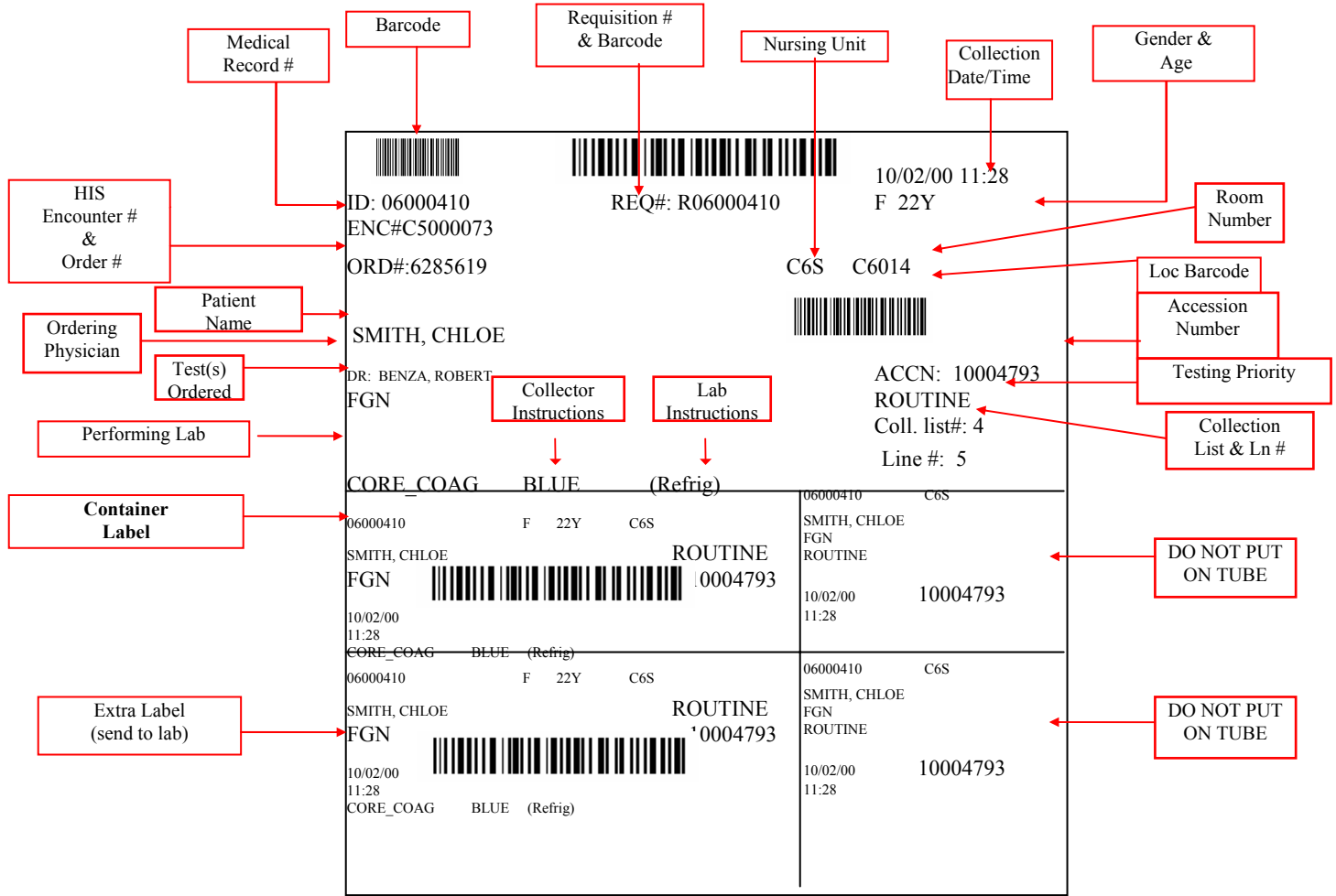
Procedure:

- A. After test ordering is complete, a set of labels will print of each test or profile ordered. Each set of labels will have: one large label with a barcode, two medium labels (with barcodes just underneath the large label), and two small labels.
- B. Check the name and date of birth or identification number on the sample with the name and date of birth or identification number on the labels and the requisition. The tube should have the first and last name, date of birth or identification number written on it by the person who collected the specimen.
- C. Place one large label on the requisition. Do not cover any patient information, billing information or ordered test information when placing the large label on the requisition.
 1. If more than one test is ordered, place one small label from each test ordered beside the test. All ordered tests must be represented on the requisition by a label.
 2. Mark on the requisition the tube type received and number of tube(s) received: Example--LAV, 2-SST, BLU
 3. Initial the large label with logon initials assigned to you on the lower left or right corner for verification of information.
- D. Place one medium barcode label on each sample. The large label has the tube and sample type listed on it, and also lists the testing department. See page 4 for example.
 1. The medium label must be placed on the sample with the name at the bottom of the tube. Do not twist the label or wrinkle the barcode area. The analyzing instruments use the barcodes for sample identification.
 2. If the large label has "Chemistry" on it:
 - a. The barcode label must be on a standard size tube. Place only ONE label

- per tube. Do not place multiple labels on a tube even if there are tests ordered in the same department.
- b. For extra tests, and only one tube received, place the primary Chemistry barcode (medium) label on the tube, and wrap the remaining labels around the specimen tube and secure with a rubber band.
 - c. For HIVR tests, place the barcode on the original specimen tube. If other tests are ordered on the same specimen place a “shared specimen” label.
 - d. For shared specimens, such as UA and UC, label the specimen with the urinalysis label and send the UC label in a bag with the Urinalysis specimen to Microbiology. Place a “Shared Specimen” sticker on the requisition and on the specimen so that Microbiology will know to send the sample to Automated Testing after the UC has been set up.
 - e. If there are two sets of labels for a test, wrap the extra labels around the labeled tube and secure with a rubber band.
- E. Processing aliquots or pour offs. All specimen processing information and method are indicated on the Horizon specimen label. Please pay close attention to the processing requirements in () after the specimen type.
1. Place a long bar code label on the LabOne pour off tube for any aliquot label method that indicates the specimen should go to LabOne. Check the primary tube you are pouring from to verify patient name and initial the pour off tube at the time the tube is poured.
 2. Place a long bar code label on the ARUP pour off tube for any aliquot label method that indicates the specimen should go to ARUP. Check the primary tube you are pouring from to verify patient name and initial the pour off tube at the time the tube is poured.
 3. Place a long bar code label on any other pour off tube for Automated Testing (12x75 pour off tubes) for any aliquot label method that indicates the testing should remain at the Core Lab. Check the primary tube you are pouring from to verify patient name and initial the pour off tube at the time the tube is poured.

NOTE: Never pre-label aliquots for multiple patients and never pour an aliquot back to the primary tube.

- RED=
1. Plain red cap, no gel
 2. Red plastic cap with rubber center, no gel
- LAV=
1. Lavender rubber cap
 2. Lavender plastic cap with black rubber center
- BLU=
1. Light blue rubber stopper
- ROYAL=
1. Dark blue rubber stopper **write on req. Royal Blue
 2. Dark blue plastic cap **Do not mark or circle "Blue" on the requisition.
- GREY=
1. Grey rubber cap--FOR BLOOD ONLY (Not Urine)
- GREEN=
1. Green rubber cap or plastic cap
 2. Green/black swirl rubber cap
- YELLOW=
1. Yellow rubber cap
- FROZEN=
1. Plastic frozen vial (check frozen bin for sample)
- ***For any plastic vial please write "Vial" on the top of the requisition.





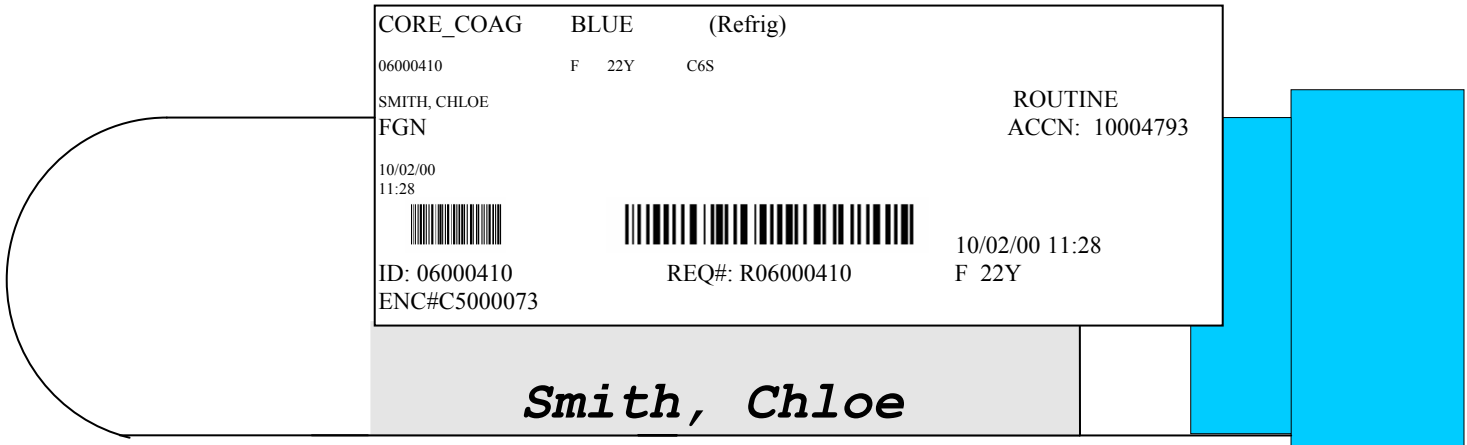
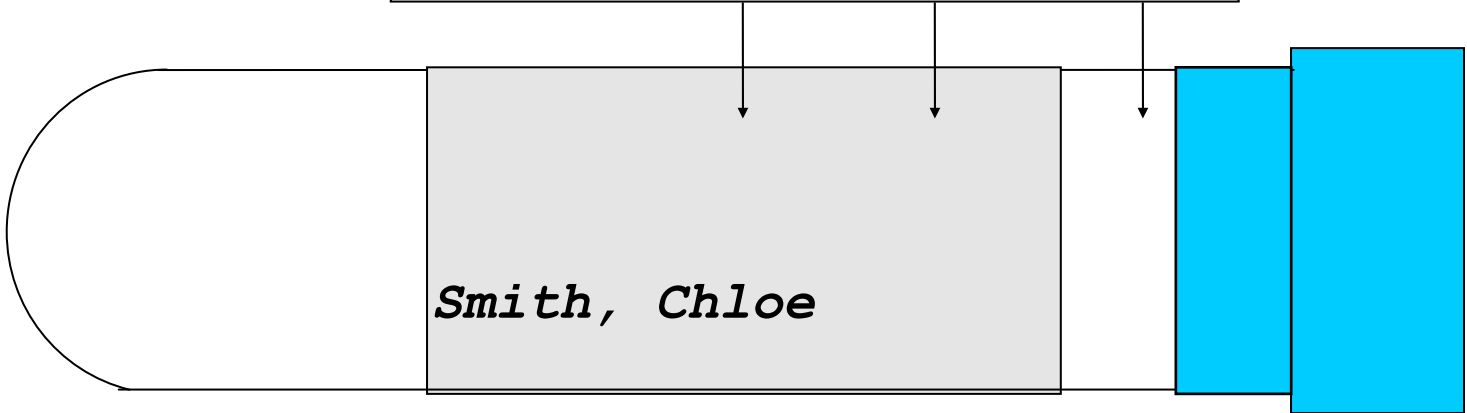
This label format is used to print labels for tests ordered more than two hours in the future. It is generated in a scheduled Collection Print.

- ID: LastWord medical record number
- ENC#: Facility code + LastWord encounter number
(Christ = C, Jewish = J, St. Luke East = E, St. Luke West = W, University = U, Fort Hamilton = F)
- ORD#: LastWord order number
- REQ#: Internal lab number (Horizon assigned) for each requisition
- ACCN: Internal lab number (Horizon assigned) for each specimen number

“Collector Instructions” gives information to the person collecting the specimen such as what tube or container to collect and any special handling instructions.

“Lab Instructions” (in parentheses) gives information to the person in the lab who must prepare the specimen for testing. The collector should ignore instructions in parentheses.

CORE_COAG	BLUE	(Refrig)
06000410	F 22Y	C6S
SMITH, CHLOE		ROUTINE
FGN		ACCN: 10004793
10/02/00		
11:28		
		10/02/00 11:28
ID: 06000410	REQ#: R06000410	F 22Y
ENC#C5000073		

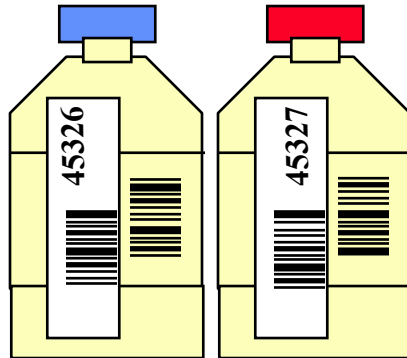


PROPER PLACEMENT OF ZEBRA LABELS:

1. You must check the name and date of birth or identification number on the specimen and match it with the Zebra labels before placing label(s) on the specimen(s).
2. Affix one barcode label on appropriate specimen tube as shown.
3. If multiple labels print, place extra labels in the transport bag with the specimen. **DO NOT PLACE MULTIPLE LABELS ON ONE SPECIMEN.**
4. One patient per transport bag!
5. Please record initials on Zebra label to document who collected specimen

Blood Cultures

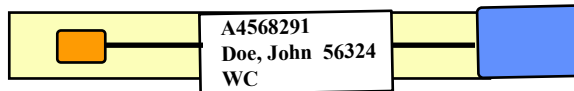
Place a barcode label on each bottle vertically, near but not covering the manufacturer's barcode. Place the number to the top of the bottle. Do not cover the patient or specimen information. Microbiology needs 2 sets of labels for blood cultures. Please reprint if necessary.



Blood Culture Bottles

Swabs

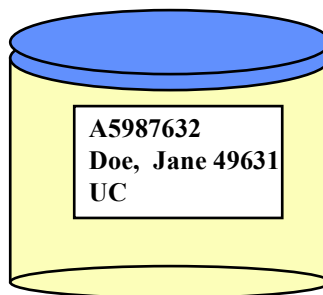
Place a small label on the long end of the swab. Do not cover the patient or specimen information.



Culture Swabs

Specimen Cups

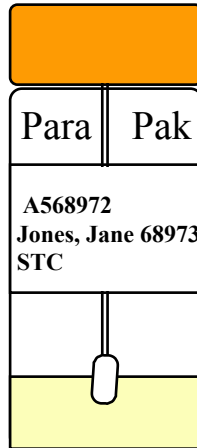
Place a small or medium label on the side of the cup. Do not cover patient or specimen information. Do not label top of cup.



Specimen Cup

Para Paks

Place a small or medium label on the side of the container. Do not cover patient or specimen information. Leave a “window” for Microbiology to see the liquid level.



Para Pak Vials

Tubes (viral culture, Gen probe, Vacutainer, etc.)

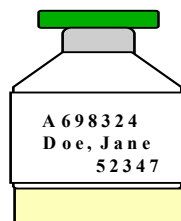
Place a small or medium label on the side of the tube. Position the accession number toward the top of the tube. Do not cover patient or specimen information.



Urine Culture Tube

Porta-Cul Vials and Jars

Since the surface of the vial is very small, use the small label. Please leave the patient name and specimen information uncovered.



Port-A-Cul
Vial