

Cincinnati, Ohio

PROCEDURE NO.: <u>SC049</u>	
SUBJECT: Patient Identification and Labeling of Laboratory Specimens (also in SP manual as SP104)	
Effective Date:	<u>August 28, 2007</u>
Supersedes:	<u>12/15/98, 8/22/01, 9/04/05 & SC002</u>
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Purpose:

1. In order to ensure that all patients are properly identified prior to any test, treatment, medication administration, or other invasive procedure(s) two unique identifiers must be used. The two standard unique identifiers are the full patient name and the patient date of birth.
2. The quality and accuracy of patient test results depend upon correct identification and 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 sample(s). In instances where labs cannot be ordered in a computer a laboratory requisition is used and sent to the laboratory along with the patient sample(s).

Responsibility:

All employees who label laboratory specimens.

Procedure

Hospitalized Inpatients

- A. Prior to any procedure, verify that the name and date of birth of the patient matches the name and date of birth listed on the label/requisition. Ask the patient to tell you their name and date of birth. After verbally verifying the name and date of birth with the label/requisition, verify it with the patient's armband. If any one of the three (patient, label/requisition, arm band) differs do not start the procedure. Instead return to the nursing unit to have the information verified and corrected.
- B. If the patient is unable to tell you their name and date of birth then compare the label/requisition to the patient's armband.
- C. If the patient's date of birth is not available, the second identifier will become the medical record number.
- D. For blood bank specimens verify with the patient their name and date of birth then verify with the armband the name and medical record number.
- E. If the patient is not wearing a hospital identification bracelet, return to the nursing unit to have the patient banded. Do not draw the sample prior to identification unless the patient is experiencing conditions requiring emergency care and treatment is necessary to stabilize the patient's condition (example: unidentified patient arriving comatose to the emergency department).

Patient Service Centers (Hospital Outpatients)

- A. The phlebotomist must verify identification once the patient is called into the blood drawing area from the waiting room.
- B. The patient should be asked to state his/her name and date of birth.**
- C. The phlebotomist will compare the information provided to the laboratory label/requisition, matching the full name, and date of birth.

Specimen Identification

- A. The mandatory pieces of information for specimen identification are:
 1. Patient's full name (last name & first)
 2. Date of collection
 3. Time of collection
 4. Patient's date of birth, medical record number, or social security number
 5. Blood collector's initials (Blood Bank Specimens must have the full signature of the person collecting the specimen)
 6. Room number (optional)

Note: Fluids, cytology, surgical pathology, and microbiology specimens must have source and site indicated on specimen.

- B. Use an indelible marker (sharpie) so that the information on the label does not smear or wipe off. Do not use pencil.
- C. Do not label tubes prior to venipuncture.
- D. Do not leave the patient before labeling is complete.
- E. Addressograph Labels
 - 1. When addressograph labels are used, the time and date the specimen was collected needs to be written as well as blood collector's initials.
 - 2. When using addressograph labels make sure all stamped information is legible.

Placement of Labels on Specimens

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.

Place only ONE label per tube. Do not place multiple labels on a tube even if there are tests ordered in the same department.

For extra tests, and only one tube received, place the primary barcode (medium) label on the tube, and wrap the remaining labels around the specimen tube and secure with a rubber band.

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.

For shared specimens, such as CBC and glycohemoglobin, label the tube for the CBC with the medium barcode label and use a rubber band to wrap the glycohemoglobin label around the CBC tube.

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. TUBE TYPES

- SST =
 1. Red/black swirl rubber cap, with gel
 2. Yellow plastic cap with rubber center, with gel

- 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.

The diagram shows a laboratory requisition form with the following fields and labels:

- Medical Record #**: Points to the top left field.
- Barcode**: Points to the top left barcode.
- Requisition # & Barcode**: Points to the top center barcode.
- Nursing Unit**: Points to the top center text field.
- Collection Date/Time**: Points to the top right text field.
- Gender & Age**: Points to the top right text field.
- Room Number**: Points to the middle right text field.
- Loc Barcode**: Points to the middle right barcode.
- Testing Priority**: Points to the middle right text field.
- Collection List & Ln #**: Points to the middle right text field.
- DO NOT PUT ON TUBE**: Two labels pointing to the bottom right area.
- Extra Label (send to lab)**: Points to the bottom left area.
- Container Label**: Points to the bottom left area.
- Performing Lab**: Points to the bottom left area.
- Test(s) Ordered**: Points to the bottom left area.
- Ordering Physician**: Points to the bottom left area.
- Patient Name**: Points to the bottom left area.
- HIS Encounter # & Order #**: Points to the bottom left area.
- Collector Instructions**: Points to the bottom center area.
- Lab Instructions**: Points to the bottom center area.

The form contains the following text:

ID: 06000410
 ENC#C5000073
 ORD#:6285619
 SMITH, CHLOE
 DR: BENZA, ROBERT
 FGN
 CORE_COAG BLUE (Refrig)
 06000410 F 22Y C6S
 SMITH, CHLOE FGN ROUTINE 0004793
 10/02/00 11:28
 CORE_COAG BLUE (Refrig)
 06000410 F 22Y C6S
 SMITH, CHLOE FGN ROUTINE 0004793
 10/02/00 11:28
 CORE_COAG BLUE (Refrig)



REQ#: R06000410
 10/02/00 11:28
 F 22Y
 C6S C6014
 ACCN: 10004793
 ROUTINE
 Coll. list#: 4
 Line #: 5

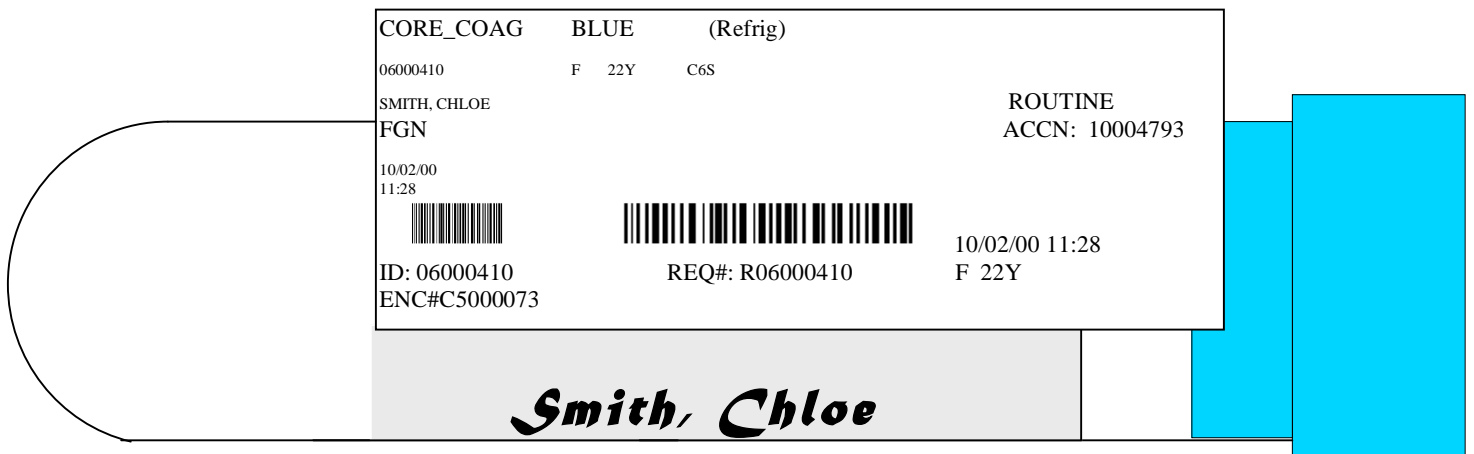
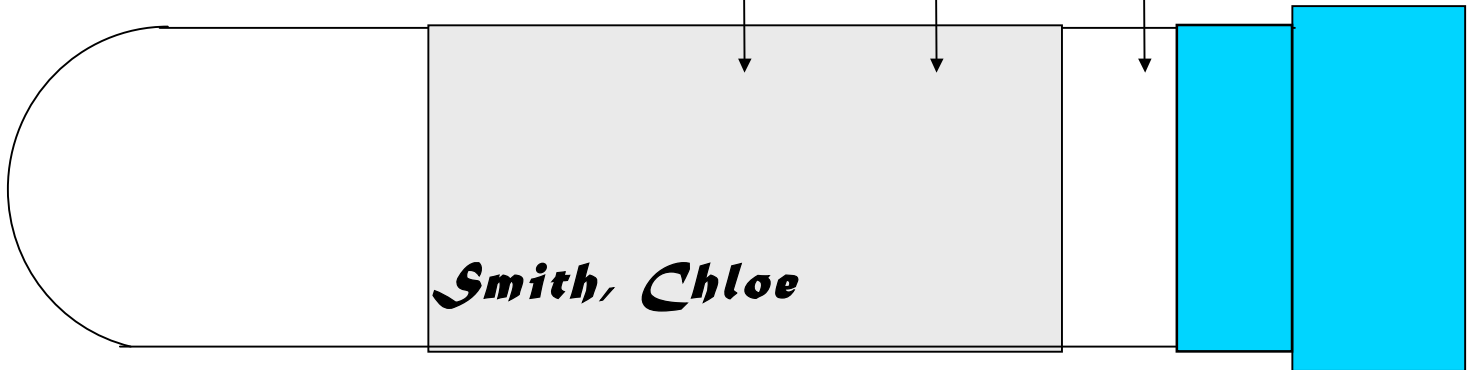
This label format is used to print labels for tests ordered more than two hours in the future. It is generated in a scheduled Collection Print.

- ID: Hospital Information System (HIS) medical record number
- ENC#: Facility code + HIS encounter number
(Christ = C, Jewish = J, St. Luke East = E, St. Luke West = W, University = U, Fort Hamilton = F)
- ORD#: HIS 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 handing 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.

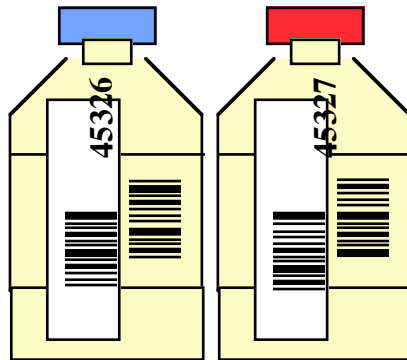
CORE_COAG	BLUE	(Refrig)
06000410	F 22Y	C6S
SMITH, CHLOE		ROUTINE
FGN		ACCN: 10004793
10/02/00		
11:28		
		10/02/00 11:28
ID: 06000410	REQ#: R06000410	F 22Y
ENC#C5000073		



PROPER PLACEMENT OF ZEBRA LABELS:

Blood Cultures

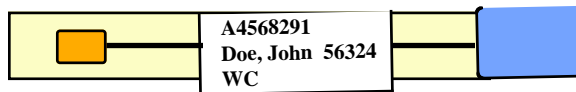
Place a barcode label on each bottle vertically, near but not covering the manufacturer's barcode. Place the number to the top of the bottle. Do not cover the patient or specimen information. Microbiology needs 2 sets of labels for blood cultures. Please reprint if necessary.



Blood Culture Bottles

Swabs

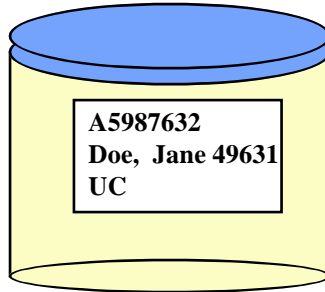
Place a small label on the long end of the swab. Do not cover the patient or specimen information.



Culture Swabs

Specimen Cups

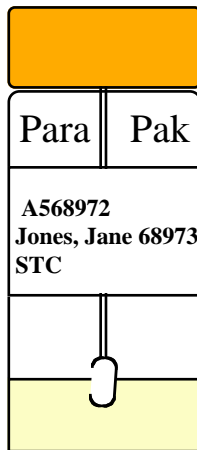
Place a small or medium label on the side of the cup. Do not cover patient or specimen information. Do not label top of cup.



Specimen Cup

Para Paks

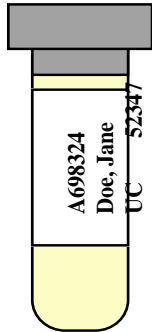
Place a small or medium label on the side of the container. Do not cover patient or specimen information. Leave a “window” for Microbiology to see the liquid level.



Para Pak Vials

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

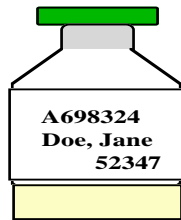
Place a small or medium label on the side of the tube. Position the accession number toward the top of the tube. Do not cover patient or specimen information.



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