

	Specimen Labeling		Specimen Collection Manual
	Effective Date: 05-27-08 Last Revised Date: 4-2015	Written By: Brooklyn Trumpy Revised By: Kyle Sippel MT,(ASCP) Approved By: Dr. Deb Turski, MD  Approval Signature: _____	

**POLICY:**

Sample identification is essential for safe and accurate testing. To ensure this, all specimens will be labeled in a consistent manner. Labeling can be accomplished with either hand written labels, computer generated labels, or a combination of the two. Any specimen not labeled correctly will be rejected with the only exception being irreplaceable/dangerous to collect specimens.

**PROCEDURE:**

Primary sample label:

1. All tubes must be labeled with a minimum of the following information
  - Patients last name, first name
  - Patient's date of birth or MR#
  - Date drawn
  - Time drawn
  - Phlebotomist's initials
2. Whenever it is possible a computer generated label will be used.
3. Specimen labeling will take place at the patient's bedside before leaving the room with the specimen
4. Specimens that are received into the lab without being properly labeled will be rejected. Any specimen that is rejected due to issues with missing or incorrect patient name or date of birth will be discarded and must be recollected. Specimens with missing or incomplete collection information may have the labeling completed by the original collector. The specimen will not be received into the lab and testing will not be done until it is properly labeled. If the original collector is not available then the sample will be discarded and recollected.
5. Due to the inability to recollect certain specimens or the danger to recollect them; the labeling errors on the following specimens will be allowed to be corrected by the primary collector. (Tissues, Biopsies, other surgical specimens, CSF specimens, catheter tips, and ER cath urines for pediatric patients.) If relabeling occurs an incident report must be completed in the Safety Zone Portal.
6. If a tube is received from an outside facility and is individually packaged with an order form, the specimen and order form must both include the patient name and date of birth. The collection information may be identified on either the form or container.

Re-labeling of specimens:

At times it is necessary for lab to re-label specimens in order to place a bar-coded label on the specimen.

1. Lab staff will first verify the tube was properly labeled initially

2. Prior to re-labeling the specimen the collection information must be documented in the LIS system
3. The lab person will verify the patient information matches between the two labels before applying the new label.
4. The new label is placed in a manner where whenever possible the patient's name can be seen on both the existing and new label.

Labeling of aliquots:

1. Aliquots will be labeled with a patient label containing all necessary patient information. This label must include either the Epic Specimen number or internal ID#. This will allow aliquot to be able to be tracked back to its original specimen.
2. It is not necessary to write the collection information on the aliquot tube as long as the primary tube was labeled in accordance with the above procedures.

