



Clinical Laboratory

LABELING AND RECEIVING OF SPECIMENS

Identification of the patient prior to specimen collection and proper labeling of specimens immediately afterward are first and of foremost importance in ensuring tests results are accurately reported.

The person collecting the specimen is responsible for ensuring that a properly completed label is affixed to the body of the specimen container and that the specimen is sent promptly to the laboratory. All specimens must be labeled at bedside and specimen labeling must be maintained throughout testing and storage process. All specimens brought to the lab must be time stamped to ensure proper specimen tracking. Specimens sent through the pneumatic tube system are received into the computer system immediately upon arrival.

PRIMARY CONTAINER LABELING PROCEDURE:

- Each primary specimen container must include the following:
 - A. Patient's first and last name
 - B. Patient's date of birth
 - C. Time of collection
 - D. Date of collection
 - E. Mnemonics or first and last name of collector

- Do not label the lid, wrapper, or other component of the container.
- The specimen must be collected before the requisition is entered into the computer system for specimens collected by nursing service.
- Nursing service must order as "CBN" (collect by nurse) as defined by order entry protocol.
- Improperly labeled specimens are subject to rejection by the laboratory. The floor will be notified to recollect the specimen. A Quantros report must be entered for the improperly labeled specimen.
- Specimens brought in by outside delivery personnel will be time stamped at the reception desk.
- Specimens brought in by outside delivery personnel unlabeled will not be accepted.
- Unlabeled specimens left on the counter will be rejected since a positive identification cannot be established.
- If a specimen is missing the collector's first and last name or mnemonics, date of collection or time of collection, then the specimen(s) will be sent back to the ordering unit to correct the missing information. Any changes to the label information, besides what is listed here, must be approved by the Laboratory Supervisor.

NOTE: IF LABORATORY PERSONNEL BECOME AWARE OF A POTENTIAL ERROR IN PATIENT IDENTIFICATION, BEST PRACTICE IS TO RECOLLECT THE SPECIMEN.