Guidelines for Specimen Identification and Labeling
for Power Chart and Lifepoint Users

General Information
- Positive patient identification is the first and one of the most important steps in assuring accuracy of patient care delivery.
- Whenever possible, identifying the patient prior to obtaining a specimen for clinical testing should include asking "What is your name?" rather than, "Are you...?" Verification information, such as Medical Record Number, Social Security Number, or birth date should follow. When a wristband is worn, this information should match the information on the labeled specimen.
- Labeling of the specimen should occur in the presence of the patient. This allows a double check of patient information on the wristband, the specimen label, and the requisition/chart. This also prevents mislabeling with another patient's specimen labels.
- Any specimen requiring testing performed by the Blood Bank/Transfusion Service, MUST have the identification of the person who collected & labeled the specimen plus the I.D. of a witness.

Inpatient Identification Policy
- All patients should have an identifying wristband with full name and medical record number. This information must match exactly with the information on the transmittal forms/requisitions and labels.
- Verbal information from a family member alone or information from a nametag attached to a bed is not acceptable for positive patient identification.
- All specimen containers (blood, urine, body fluids, cytology, histology, etc.) must be identified with the following information:
  1. * Patient Name (Last, First, Middle initial, if available)
  2. * Identifying number (Medical Record Number) or DOB
  3. Patient Location at the time of collection (ward/room)
  4. Date and Time of Collection
  5. Collector: Initials of the individual collecting the specimen.
  6. * Blood Bank Specimens: Each specimen MUST have the full signature of the person drawing the sample plus the full signature of a witness verifying that the sample is labeled with the correct information from the patient's wristband.
  7. Specimen type or source when not apparent.

* These are mandatory patient identifiers and specimen will be rejected if not provided.

Outpatient (Hospital-based) Clinics
- Patient will present with an outpatient registration form that has the full name and medical record number (Social Security Number). This information must match exactly with the information on the transmittal form/requisition or draw labels.
- Phlebotomists will further confirm a patient's identity by asking the patient his/her name.

Outreach (Clients-reference testing)
All specimen containers (blood, urine, body fluids, cytology, histology, etc.) must be identified with the following information:
  1. * Patient Name (Last, First, Middle initial, if available)
  2. * Identifying number (Date-of-Birth, Social Security Number, or other unique identifier)
  3. Patient Location (OP, indicating outpatient sample)
  4. Date and Time of Collection
  5. Collector: Initials of the individual collecting the specimen.
  6. * Blood Bank Specimens: MUST have the full signature of person collecting blood and/or patient or witness.

* These are mandatory patient identifiers and specimen will be rejected if not provided. All specimens must be accompanied by a requisition.
CORRECT LABELING

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Cerner label is placed directly under the cap and lined up with tube manufacturer label, allowing blood level to be viewed. Barcodes must be completely visible once placed in instrumentation pucks.

Patient name (and blue line) must be directly under the cap. First initial, last name, draw date/time must be written in designated area ONLY! Writing above the designated area prevents barcodes from working.
**INCORRECT LABELING**

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- **Label not placed at the top of the tube**
- **Blood level not visible.**

- **Barcode is wrinkled.**
- **Barcode is twisted.**
- **Barcode is horizontal.**

- **Label is upside down. Name is at the bottom of the tube, not under the cap.**
- **Writing is not in designated area and is on top of bar code.**
Blood Culture Bottles

Do not cover the Blood Collection Barcode label with the Specimen Label Barcode.

Proper Label: bottle label barcode is **Not** obscured by the sample label.

Incorrect Label Placement
Labeling Urinalysis (UA) Tubes

An exception to the vacutainer tubes

Incorrect Placement

Correct Placement

To label the urinalysis tube correctly, hold the tube stopper in your left hand. With your right hand, place the barcoded label directly over the tube label. Holding the UA tube this way will ensure the proper positioning of the patient label.
Labeling Urinalysis Tubes
An exception to the rest

Urinalysis is done on an instrument that requires a different placement of the patient label on the UA Tube. The tube above is labeled correctly for a vacutainer tube but not for urinalysis. This requires the laboratory to reprint and replace the label in a position that allows the instrument to read the patient’s barcoded label.

To label the urinalysis tube correctly, hold the tube stopper in your left hand. With your right hand, place the barcoded label directly over the tube label. Holding the UA tube this way will ensure the proper positioning of the patient label.

Correct Placement of Patient Label on UA Tube
Best Dressed Tube

- Place label directly under cap
- NAME at the TOP
- Barcode straight
- Collector's USER ID

- Hospital Gown Look is IN!
- Leave visible window to see blood

- Wrinkled
- Flying Ace Scarf
- Turtleneck
- Topsy Turvy Label
- The Wrap Around
- Cinched Belt
- Twisted Shirt