



TITLE: **LAB SPECIMEN COLLECTION INSTRUCTIONS – SPECIMEN LABELING**

EFFECTIVE DATE: 06/26/19

PERFORMED BY: Resource for Specimen Collections

MANUAL: Specimen Collection Manual

FORMULATED BY: Lab Phlebotomy Supervisor

Specimen Labeling

- All Primary Specimen containers must be labeled with 2 appropriate identifiers at time of collection. Patient Location is not to be used as one of the patient identifiers.
- Examples of acceptable identifiers include but are not limited to: patient name, date of birth, hospital number, medical record number, social security number or RLO OP requisition number (for Outpatients).
- The Primary Specimen container is the inner-most container received by the laboratory that actually holds the specimen. Proper specimen labeling is important to assure accurate sample identification.
- Specimens should be labeled at bedside at time of draw preferably with a Patient Bar Code Label. If using electronic hand held device, scan each labeled container to complete the collection process. If not using electronic hand held device, complete collection process in the computer system for each successfully collected sample.
- Specimen Label should contain Patient's Name plus at least one of the following:
 - Date of Birth,
 - Med Red #,
 - Hosp #,
 - SS# or RLO Requisition #Specimen Label should also contain:
 - Date and Time of collection
 - Collector's ID.
- Nurse-Collect Specimens / Micro Specimens
 - Write the "source" of specimen (CSF, Knee fluid, urine, throat culture, RSV... etc) on the specimen container-label.
 - Blood Cultures: Write "site" of draw on label. (Refer to Blood culture collection)
- Blood Banks Specimens:
 - Refer Blood Bank Specimen Collection Instructions.
- Place the label on the blood tube, so that it is placed exactly (smooth and straight) over the embossed label on the specimen blood tube. Do not place over tube top / cap.
- Place the label on the specimen container "not on the lid or top" (i.e. Urines, 24 hr Urine cultures, Fluid, Blood...etc).

- Mis-labeled/Un-labeled Specimens/Unacceptable specimens will be rejected by the Laboratory.
 - The Laboratory will discard unacceptable specimens and contact the floor/area (if known) to inform them of the unacceptable specimen and request a recollect.
 - If the specimen is an irretrievable sample (ie. Bone Marrow, Biopsy, Peitoneal Fluid, CSF, etc) a Tech should be immediately involved to help with the situation. (Refer to Mislabeled/ Unlabeled/Unacceptable Specimen Guidelines)
 - Inadequately labeled Samples: If the sample has only one Identifier, it will be discarded and must be recollected. Floor/Area will be contacted for recollect.

Document Owner:	Phlebotomy Supervisor
Document Approval	Laboratory Medical Director
Original Issue Date:	11/22/07
Review Dates:	Previous review dates; 12/18/08, 08/03/09, 10/14/10, 06/06/11, 06/05/12, 08/14/13, 08/10/14, 08/25/15, 11/08/16, 11/15/18, 06/26/19.
Revision Dates:	06/05/12 specimen rejection, 08/14/13 Primary & Secondary container labeling. 08/25/15 Removed this table at end of procedure. Updated effective date in header. 11/08/16 Piedmont Header. 09/20/17 Tech should be involved for irretrievable samples mislabeled/unlabeled. 12/24/18 complete collection in computer or by scanning labeled container. 06/26/19 changed font.