

Section 1	Sample Management Procedures	9/1/12	-Effective
Subject Topic 1.02	Client Specimen Collection and Processing Specimen Labeling		

Specimen Labeling

Audience	All personnel responsible for collecting, processing, and labeling specimens for transport to UTMB laboratory.
Purpose	Guidelines for specimen labeling.
Policy	All specimens submitted to Pathology Clinical Services for testing must be appropriately labeled to assure positive identification and optimum integrity of patient specimens from the time of collection until testing is completed and the result reported. In accordance with standards issued by the College of American Pathologists (CAP), American Association of Blood Banks, and The Joint Commission, <u>all specimens must be labeled at the time of collection; in the presence of the patient</u> , to maintain identity throughout the pre-analytical, analytical, and post-analytical processes. Refer to PCS Policy 7.01.03 Specimen Labeling Requirements for additional requirements.
Definitions	<p>Unlabeled Specimen: A specimen container or slide received with no information on it.</p> <p>Under-labeled Specimen: A specimen container or slide received with insufficient information on the label (i.e., specimen is labeled with the patient's name, but no unique identifier).</p> <p>Mislabeled Specimen: A specimen labeled with incorrect patient identification that conflicts with information provided on the requisition (i.e. truncated name, misspelled name, incorrect medical record number, etc.)</p> <p>Examples: Peterson on specimen label, but Petersen on requisition; Becky on specimen and Rebecca on requisition</p>
Procedure	<p><u>Non-Blood Bank Specimens Labeling Criteria</u></p> <p>All specimens must be labeled at the time of collection and in the presence of the patient. At least two of the following unique printed identifiers must be placed on the specimen.</p> <ul style="list-style-type: none"> • Requisition label with preprinted number. • Patient's medical record number or TDCJ offender ID number • Account number • Epic order number • Other unique number (UNOS, Southwest Transplant Alliance) • Date of birth

This on-line procedure is a "controlled" document and authorized for use. When printed from this web-site, this document is uncontrolled. Before using a printed copy of this document, ensure that it is the same as the on-line version.

DIVISION OF SAMPLE MANAGEMENT PATHOLOGY CLINICAL SERVICES

Section 1	Sample Management Procedures	9/1/12	-Effective
Subject Topic 1.02	Client Specimen Collection and Processing Specimen Labeling		

or

- Patient's first and last name and a second identifier from the list above hand written on the container.
- Exception: submitted glass slides may be labeled with a single identifier, but two are preferred.

Test request forms must include:

- The patient's first and last name
- A unique identification number which assures positive patient identification (e.g., UH number or account #)
- The unit / clinic location
- The name(s) of the authorized provider(s) requesting the test(s)
- UTMB physician identification number (if applicable)
- The test(s)/procedure(s) being ordered
- The date and time of specimen collection is required on each requisition
- Name or initials of person collecting specimen
- Pager/ phone number of appropriate contact person
- Office address of requesting physician if not part of the UTMB enterprise
- Diagnosis: ICD9 code or narrative description

Additional information may be required as necessary to comply with specific regulatory requirements or to meet clinical needs; refer to the specimen instructions for the test in the LSG.

Blood Bank Specimens Labeling Criteria

Specimens must be labeled with all of the following information:

- Patient's full name (first and last)
- Patient's medical record number or other unique identifier
- Date and time of collection

Request forms for Blood Bank must include:

- Initials of person collecting the specimen
- Unit/clinic location

Non-UTMB Specimens

Non-UTMB specimen must have patient's name and one other unique identifier.

Outside consults may be accepted with patient's name and copy of

DIVISION OF SAMPLE MANAGEMENT PATHOLOGY CLINICAL SERVICES

Section 1	Sample Management Procedures	9/1/12	-Effective
Subject Topic 1.02	Client Specimen Collection and Processing Specimen Labeling		

report from the referring hospital.

Specimen Labeling



Correct labeling



Incorrect labeling

- Adhere the label lengthwise onto the tube
- Label must be flush with no bubbles or wrinkles
- No part of the label should be on the tube cap
- Labels should not extend beyond the bottom curve of the tube
- Do not wrap labels around the tube
- Never label lids on containers



Pour-over tubes must have the specimen type (serum, plasma, urine, etc.) written on the label plus patient identification.

Incorrect Labeling

Sample Management personnel will contact the unit/ clinic from which the test order originated and inform them of the labeling error and whether label correction or recollection is required.

The person notifying the unit/ clinic of the rejection will document notification when cancelling the test.

References PCS 7.01.03 Specimen Labeling Requirements

College of American Pathologist Standards

DIVISION OF SAMPLE MANAGEMENT PATHOLOGY CLINICAL SERVICES

Section 1	Sample Management Procedures	9/1/12	-Effective
Subject Topic 1.02	Client Specimen Collection and Processing Specimen Labeling		

American Association of Blood Bank Standards

CLSI GP-33A
