



## **LABELING SPECIMENS**

**Unlabeled tubes MUST remain in the patient's sight.**

**ALL tubes MUST be properly labeled before the patient is excused.**

### **Sunquest Labels as Primary**

- When entering the draw room, ask the patient to state and spell both their first and last name. Check that name and Date of Birth against the requisition.
- When sending the Atlas Order, the labels that print are Sunquest labels. These go on the primary (or parent) specimens. You should draw a specimen for each label that prints to ensure you have enough specimen.
- With the patient still present, place the Sunquest labels on the specimens with the Barcode towards the stopper of the tube. Once the tubes are labeled, check tube name and DOB against requisition name and DOB. Show the patient the labeled tubes and ask if the information is correct. Place your tech code on the labels (but not too close to the bar code).
- If incorrect, re-identify the patient and locate the correct patient/order. The order must be cancelled in Sunquest.

### **Sunquest Decant Labels**

- All Parent labels with DEC or DC will need to go to Decant in Sunquest. Here the decant (child) labels will print.
- Place the Decant (child) labels on each specimen submitted for testing with the barcode towards the stopper of the tube. Always double check to make sure the decant label name and DOB matched the parent name and DOB.
- All specimens, collected by you, a patient, or nurse **MUST** be labeled. Labels should **NEVER** just be placed in a bag with the specimen or Rubber banded without a label adhered to the specimen container. Refer to Extra Labels procedure below if your specimen has Extra labels.

### **Atlas Labels as Primary**

- When entering the draw room, ask the patient to state and spell both their first and last name. Check that name and Date of Birth against the requisition and labels created/provided. If they match exactly – proceed with the collection. If not, make the needed corrections before beginning the collection.
- Once the collection is completed, place the Atlas Label over the tube label. Add collector's identification number and time of collection. This must be done by the collector - with the patient still present.

- Once the tubes are labeled, check tube name and DOB against requisition name and DOB. Show patient all specimens and ask patient to confirm that the name and date of birth are correct. If not correct, make changes at that time and have patient re-verify.

## Extra Labels

- Extra labels needed for pour-offs should be rubber banded to decanted specimen.
- All specimen container **MUST** have a label- rubber banding should only be used for extra labels Example: Urine Culture is ordered- primary (parent) label will indicate DC on the SPOT of the specimen label. Once specimen is taken to Decant in Sunquest- 4 decant (child) labels will print.
- One specimen label **MUST** be placed on the Urine Culture Pour off tube- the Extra labels should be rubber banded to the urine culture tube for Micro to plate the specimen for testing.
- Extra labels not needed for pour-offs – Mark with a line and discard in biohazard in the draw room
- Extra unused labels must be discarded so they do not get attached to another patient's specimens.

- **Ask the patient to state and spell both their first and last name.** Hand labeled (always print) specimens **MUST** include patient's first name, last name, middle initial/Jr/Sr as indicated on order, patient's date of birth, date and time of collection, and collector's four-digit identification code. Use a fine tip marker when labeling specimens. **This must be done by the collector - with the patient still present.**
- Tubes should be labeled using the following protocol:

Date	Last, First	Time
Tech Code	Date of Birth	

- Once the tubes are labeled, check tube name against requisition name. Show patient all specimens and ask patient to confirm that the name spelling and date of birth are correct. If not correct, make changes at that time and have patient re-verify.

## Not Enough Labels

### Pour Offs

- Pour off tubes **MUST** be labeled with specimen type – see “General Labeling Notes below.

## General Labeling Notes

- Collection time and hour of collection (fasting, 1 hour, 2 hours, etc.) must also be included on glucose tolerance specimens, peak and trough specimens and any other timed tests.
- Urine, sputum and stool specimen containers (including 24-72-hour stool collections) must be labeled on the side of the container, not the lid, and include all information in step one. Indicate specimen type for specimens other than urine or stool or whenever the specimen is not easily identified.
- 24-hour urine containers must be labeled with the patient's name, patient's date of birth, the time (time of collection) date and time of drop-off. Both the specimen tag and container should be labeled.
- Patient and home health drop-off specimens of all types are labeled by the collector and should contain the patient's full name, date of birth and date and time of collection.

### **Refer to the Specimen Drop-Off Procedure.**

- For Manual orders not placed in Atlas (Send out kits): Pour-off tubes must be labeled (using a fine tip marker) with the patient's name, patient's date of birth, date and time of collection, processing phlebotomist's identification code, **test name and what the tube contains. Designate the specimen as serum (if from plain red top tube – note on pour-off label, EDTA plasma, Sodium Li plasma, Sodium Heparin plasma, Sodium Citrate plasma, etc.).**
- Slides should be labeled on the frosted end with the patients first and last name and date of birth using **pencil**.
- Culture specimens collected by clients should include patient's first name, last name, date of birth, collection date and collection site (ex. throat, wound, etc.) on the Culturette or another sterile container.
- Corrections to mis-labeled tubes caught after the patient leaves, but before sample is sent to main laboratory for testing
- Error: No name on tube. Correction: Check non-recollectable procedure. If the test is not on the list, patient **must** be recollected. Do not assume who's sample it is. Do not label once the patient has left the draw room. If the test is on the non-recollectable list, send specimen with a note on the requisition.
- Error: Totally different first and/or last name with no just reason (nick name, middle name, married, divorced, etc.). Correction: **Samples discarded**, patient called for recollect.
- Error: Tubes labeled correctly (matching original req) but does not match Atlas requisition. Incorrect patient account created in Atlas, or patient name entered incorrectly in Atlas. Correction: Create new
- requisition using original patient order, cancel incorrect requisition in Sunquest. Send for testing.
- Error: Missing first or last name. Correction: After check to match patient demographics (and you are sure you are correct), complete missing information on label, send for testing.

- Error: Incomplete names (missing part of hyphenated name, missing or incorrect Jr. or Sr.).
- Correction: After check to match patient demographics (and you are sure you are correct), complete missing information on label, send for testing.
- Error: Mis-spelled name, nick names (handwritten). Correction: Correct spelling by crossing out incorrect name and writing correct name. Use blank label if additional space is needed.
- Other errors: Contact your manager or supervisor.

## NOTES

- Patient's identity is verified by photo identification
- Unlabeled tubes should never leave the patient's sight and should never leave the draw room.
- Do not place unlabeled tubes in your pocket.
- After labeling all tubes with the patient present, the phlebotomist shows the labeled specimen tubes/containers to the patient for verification.
- In the processing area: Processors are to match the name and DOB on tube against the name and DOB on the requisition before sending requisition to Sandridge.
- **Pre-bagging is prohibited.** Double check any tubes already in the transport bag.

## Second Identifier

- CAP requirement for all specimens – All samples/specimens include two (2) forms of patient identification on EVERY Sample container.
- All specimens – Primary sample containers, Urine cups and urine pour off containers, frozen pour-off tubes (transfer vials), light protected pour-off tubes, 24-hour urine/stool containers, DAT collections, Blue Print for Wellness – EVERY sample submitted for testing.
- Second identifier for PSC department = patient date of birth along with the patient's full name.
- Home health drop-offs: Inspect each specimen, ask nurse to add any missing information.
- Patient drop-offs – ask patient to supply any missing information action.