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 Supv Laboratory
 Document Area Lab - Phlebotomy
 Applicability Piedmont Athens
 Regional
 Document Laboratory
 Groups

Lab Specimen Collection Manual – Specimen Labeling

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, patient ID 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,
 - Patient ID/Med Red #,
 - 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 container "not on the lid or top" for lab specimens (i.e. Urines, 24hr 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 (i.e. Bone Marrow, Biopsy, Peritoneal Fluid, CSF, etc.) Techs should be made aware of the situation & involved as needed. (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.
 - Involve Lab Leadership (as needed) for continued discussion regarding acceptance / rejecting of specimen.

All Revision Dates

2/8/2023, 1/14/2020

Approval Signatures

Step Description

Approver

Date

Raford Rogers: MD

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Applicability

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