

YNHH Laboratory Manual

Specimen Labeling and Requisition

All specimens submitted to the Clinical Laboratories **must** have the specimen container labeled with the **patient's full name and medical record number (MRN)** and should have **the date and time of collection**. The patient's birth date may substitute for the MRN if the MRN is not available.

Specimens with an electronic order (i.e., ordered in Epic) must carry the computer-generated label corresponding to that order. If a specimen is sent in multiple containers, each container must be labeled.

The patient identification label must be affixed directly to the specimen tube or container in the presence of the patient. Multiple patients in same bag or multiple requisitions from different patients in one bag are not acceptable.

For the safety of the patient, the laboratory cannot analyze specimens that arrive with inadequate or discrepant identification. In such cases a new specimen must be obtained.

The **requisition** must also contain the above information (patient's full name, MRN or date of birth, date and time of collection), the name of the physician or other authorized person requesting the test, and the diagnosis or ICD10 code.

Specimens submitted to Microbiology must also include the exact **anatomic site** from which the specimen was obtained. This information may be on the requisition or on the label. For blood culture bottles, do **NOT** cover the barcode with the patient label.

Physicians are also reminded that by CT State Law, patients must be informed and have the option to opt-out before an HIV antibody test is ordered. Signed consent is no longer required.

Blood Bank Specimens

Labeling requirements for the **Blood Bank** are more stringent. The following requirements apply regardless if the label is computer generated, addressograph, Epic ADT label, or handwritten.

Labeling requirements for samples on which testing may be performed related to the release of a blood product

1. To ensure the patient's safety by proper identification, the label must have the patient's first and last name, spelled correctly.

Note: If a name is truncated due to the length of the name and limitations of available label characters, the name must match up to the point of truncation.

Note: If a patient's '*preferred*' name is on the sample instead of their legal name on the order, the sample is *not acceptable*.

- The patient's medical record unit number (MRUN) *or* date of birth

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- These are to be exactly as they appear on the patient's wristband.
2. There must be only one patient identification label on the sample tube.
 3. Phlebotomist's signatures must be on the label
 - The label must have the phlebotomist's name either as full name, first initial and last name, or initials as long as the identification is traceable and the phlebotomist can be identified.
 4. To ensure a quality sample suitable for serological testing, the date drawn must be on the sample label and/or the requisition slip.

Note: These requirements apply regardless if the label is computergenerated, addressograph, or handwritten.