

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 agree to testing before an HIV antibody test is requested. Signed consent is no longer required.

Blood Bank Specimens

Labeling requirements for the **Blood Bank** are more stringent. Specimens **SHOULD** be submitted in pink top tubes. The label **MUST** include the patient's full name and MRN (or date of birth, if the MRN is unavailable), as well as the current date and the signature or first initial and last name of the person drawing and labeling the specimen.

Addressograph or Epic ADT labels are acceptable provided the label contains **ALL** appropriate information **AND** the signature or first initial and last name of the caregiver collecting the specimen. Addressograph labels do not always fit on the tubes. **ALL** required information **MUST** be on the tube when it arrives in the Blood Bank. **Improperly labeled specimens will not be used.**

Updated: May 2016