


# Title: Patient Care - Specimen Labeling - Policy

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## I. Policy Statement

- a. To describe usual and customary practices and exceptions for specimen labeling.

## II. Definitions

- a. IDX- Registration System that produces formatted labels and armbands

## III. Process/Content

### a. INPATIENTS

- i. Positive patient identification (PPID) is done by verbal patient confirmation – “What is your name and date of birth?” and use of the identification band. All inpatients should have an IDX armband in place if they are registered. Please refer to the Patient Identification Policy for more information regarding this process.
- ii. Follow the Specimen Collection Process for Inpatients using PPID if possible. **(See Attached - Inpatient How to Collect Specimens - Guide)**
- iii. Label all specimen containers immediately after collection in the presence of the patient with a PathNet label. **(See Attached – Specimen Labeling Attachment - Form)**
- iv. Specimen collector places their initials along with specimen collection date and collection time (matching electronic specimen collect time) on each specimen container.

### b. OUTPATIENTS

- i. Positive patient identification is done by verbal patient confirmation – “What is your name and date of birth?” Please refer to the Patient Identification Policy for more information regarding this process.
- ii. Label all specimen containers immediately in the presence of the patient with a PathNet label. **(See Attached – Specimen Labeling Attachment – Form, Attachment A – Placing Labels).**
- iii. Specimen collector places their initials along with specimen collection date and time on each specimen container

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## c. EXCEPTIONS

### i. Microtainers

1. When Microtainer containers are used, place IDX labels on the specimen containers in the presence of the patient. Include the collection date, time and collector's initials. **(See Attached – Specimen Labeling Attachment – Form, Attachment A – Placing Labels)**
2. Place PathNet labels inside the biohazard transport bag and submit with the specimen to the laboratory. **(See Attached – Specimen Labeling Attachment – Form, Attachment E- Microtainer Labeling).**

### ii. Patients registered in the system

1. If the patient is unable to provide name and DOB, use the IDX identification band for positive patient identification.
2. If PathNet label is not available, the IDX label can be used if the patient is registered in the system. Specimen collector places their initials along with specimen collection date and time on each IDX label.

### iii. Patients not registered in the system when the specimen is collected.

1. Alert and Awake Patients - The patient's name, date of birth, specimen collection date and time, and specimen collector initials must be handwritten on the specimen in the presence of the patient. **Do not send the specimen to the lab until the PathNet label is available. (See Attached – Specimen Labeling Attachment – Form, Attachment B— Handwritten Label)**
2. Unresponsive Adult Patient- A generic bar-coded identification band is to be placed on the patient and corresponding bar-coded stickers used to label specimen container. The container must also have the handwritten specimen collection date, time and specimen collector initials. **Do not send the specimen to the lab until the PathNet label is available. (See Attached – Specimen Labeling Attachment – Form, Attachment C— Generic Bar-coded Armband)**
3. Unresponsive Pediatric Patient- The bar-coded sticker from the generic bar-coded identification band is to be placed on the patient's IDX laser band. The generic bar-coded identification band will be placed with the medical record. Use the corresponding bar-coded stickers to label specimen container. The container must also have the handwritten specimen collection date, time and specimen collector initials. **Do not send the specimen to the lab until the PathNet label is available. (See Attached – Specimen Labeling Attachment – Form, Attachment D— Pediatric Generic Bar-coded Armband)**

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4. Remove the generic bar-coded identification band once patient IDX identification band is in place.
- iv. Handoff Labeling
  1. During situations requiring multiple care providers at the same time, the specimen can be handed off to another person for labeling in the presence of the patient.
  2. Staff who receives handoff specimen must:
    - a. Receive verbal confirmation of patient's identification from the individual who drew the specimen.
    - b. Place specimen label on the containers.
    - c. Place their initials on specimen label in addition to specimen collection date and time.
- d. **ADDITIONAL INFORMATION**
  - i. It is important to draw blood specimens in a certain order. Please refer to Vacuum Tube Draw Order Recommendations (**See Attached- Order of draw infographic-Handout**) for more information regarding this process.

### IV. Attachments

- a. [Patient Care - Patient Identification - Policy](#)
- b. [Patient Care - Specimen Labeling Attachment - Form](#)
- c. [Patient Care - Specimen Collection PPID Process - Guide](#)
- d. [Laboratory - Order of draw infographic - Handout](#)
- e. [Laboratory - Blood Bank Collections Criteria - Guideline](#)

### V. References, Regulatory References, Related Documents, or Links

- a. Not applicable.