

Elliot Hospital Laboratory

Laboratory Policy for Patient Identification and Specimen Labeling

POLICY STATEMENT: All patients must be properly identified using two patient identifiers before collecting specimens. All specimens must be properly labeled with proper patient identification information. Improperly labeled specimens will not be accepted for analysis.

Patient Identification: Clients- Outpatients- Long term care facilities

1. Outpatients/Client Registered Patients Not Wearing an Identification Band:

- a. These patients do not have wristbands. The admission/requisition (face sheet) and/or order form and specimen labels must be checked for accuracy by verbally asking the patient's name **and** date of birth before drawing a specimen. Whenever possible, have the patient spell their last name.
- b. If the patient is too young, ask the guardian, relative or friend to identify the patient by name and address or date of birth. Document this process on the Face sheet by recording the identifier's name, date, time, and phlebotomist's initials.
- c. If the patient does not speak the same language as the person collecting the sample or is hearing impaired, refer to the separate administrative procedure Communicating with Hearing, Speech-Impaired and Limited English Proficient Persons Policy
- d. In a known stable population visual recognition, patient's photograph, can be used as a second patient identifier. The patient's photograph must be part of their clinical record.
- e. If patient information does not match registration the outpatient area must request a corrected registration form before collecting the specimen.

2. Long Term Care Facilities:

- a. The requisition and/or demographic sheets (face sheet) must be checked for accuracy with the spelling of the resident's name and date of birth. The resident must verbally be asked to state their name and date of birth prior to collecting the specimen.
- b. At some facilities the resident may wear a wristband identification. The phlebotomist collecting the blood sample must check the resident for a wristband. Verbally have the patient state their full name and date of birth whenever possible.
- c. When no wristband is present and if the resident is unable to state their name and date of birth do not proceed until the resident is properly identified. To verify the identity of the resident, have a staff member from the home present in the room with you to make a positive identification. Document the name of the staff member who performed the identification on the requisition.
- d. Photo Identification can be used if properly documented with accurate full name

Procedure for Specimen Labeling:

1. All specimens received in the lab must have a permanently attached label. This should be either a computer generated label or a handwritten label in indelible ink containing the following information:
 - Last Name, First Name (full legal name matching orders & face sheet)
 - Medical Record Number and/or Date of Birth
 - Date and Time of Collection
 - Initials or Tech Code of person collecting the sample
 - Accession Number (if available)
2. All specimens **must** be labeled immediately after they are obtained at the bedside/chairside
3. Improperly labeled specimens will be rejected since this information is essential for accurate patient testing and resulting.

Failure to properly identify all patients before collection may result in suspension or termination of your position.

Nursing Home Requisition Identification Addendum

There is a section on the laboratory requisition to document the method used to identify the resident. Complete this section by checking off the appropriate boxes that apply to the encounter.