

Specimen Labeling Tips

Introduction

This tip sheet describes the process for correctly labeling a lab specimen. If the label is not applied properly, the lab cannot scan the barcode correctly.

Why

Bedside label printers produce labels with a slightly different format. Apply labels according to the tips below to ensure specimens can be processed without delays.

Correct Label Placement:

- Place the label vertically along the tube.
- Patient name placed nearest to cap.
- Be sure to leave a window for the lab to see the specimen.
- Do not place the label horizontally (no flagging).
- Do not place the label over the cap.
- Do not let the label extend past the end of the tube if possible
 - ***Microtainer** label may be longer than tube. See the example below

Examples of Correct and Incorrect Labeling:

LABEL PLACEMENT

CORRECT:

- Place the label longitudinally
- Patient name and barcode end positioned closest to the plastic cap. The barcode needs to be closer to the top of the tube than the bottom of the tube.
- Leave a window to visualize the specimen
- Ensure the barcode is unobstructed.



INCORRECT:

- The barcode/patient name end is positioned closest to the bottom of the tube.
- Label positioned too low or too high
- Label placed horizontally and creates an overhanging flag
- Specimen window obscured



LABELING MICROTAINERS:



- Place the label longitudinally.
- Allow the extra length to extend off the bottom of the tube.
- Do not pinch the label.