

**Specimen Labeling:** All specimens submitted to North Kansas City Hospital Laboratory must be appropriately labeled at the time of collection. The College of American Pathologists and the Joint Commission require specimen containers to be labeled with two patient identifiers. Patients must be positively identified using two patient identifiers prior to collection.

- The patient's name (last, first) is always required.
- In addition, a second patient identifier such as date of birth, Social Security number, medical record number, or accession number must be present.
- Location based identifiers such as room number or street address are not acceptable.
- All specimens must be accompanied by a requisition/order from an authorized provider.
- Collection date and time and collector identification should also be documented on the specimen or accompanying requisition. On campus collections will have this data collected by the CareAware device.

**Test Requisitions:** Accompanying paper or electronic requisition must include the following elements:

- Patient name and other identifying information (medical record number, accession number, etc.)
- Patient gender
- Patient date of birth
- Name of authorized ordering provider
- Address of ordering provider (if different than receiving laboratory)
- Tests requested
- Source of specimen, when appropriate
- Last menstrual period (for gynecologic specimens)
- Date and time of specimen collection
- Additional clinical information when indicated

**Specimen Quality:** Specimens are evaluated for hemolysis, icterus, lipemia, clotting, and contamination before testing to ensure no analytic interference. If specimen quality impedes testing, the specimen will be rejected and the caregiver notified.

### Specimen Transport

- Specimens submitted for testing should meet all local, state, and federal requirements for transportation.
- Do not send any needles or sharps. Properly discard used needles or other sharps prior to transport. For testing requiring the submission of syringes, the needle must be removed and the syringe capped before sending to the laboratory.
- Specimens should be submitted in leak-proof, tightly-sealed containers.
- Ensure that there is no leakage from or visible contamination outside the specimen container prior to submission. Leaking specimens will be rejected.