

## **Procedure to Identify Patient**

Proper identification of the patient is crucial for all laboratory specimen collections. Using at least 2 identifiers, the collector must verify the specimen is being collected from the patient that is listed on the requisition and the labels associated with the specimen.

1. Ask the patient to state their full name and date of birth. If the patient is unable to provide this information, ask a parent/guardian/proxy to verify the information instead.
  - a. Do not just show the patient the labels or the requisition and ask them to verify the information. An active process in which they state the information is more reliable than assuming they will look at the information that you provide.
2. Compare the stated name and date of birth to the information on the requisition.
3. Compare the information from the requisition to that on each of the labels that will be used after the specimen is collected.
4. If there are any discrepancies, however minor, report them to the responsible person in the office. Do not collect any specimen unless all of the information provided by the patient matches that on both the requisition and the labels.