

LAB ALERT!

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TO: All Clients of Strong Memorial Hospital Clinical Laboratories

FROM: Strong Memorial Hospital Clinical Laboratories

RE: * * Revised Labeling Requirements-in accordance
with National Patient Safety Goals* *

DATE: August 1, 2006

Policy: It is the policy of Strong Memorial Hospital that all Clinical Laboratory specimens submitted to the laboratory for testing require complete and consistent labeling on the specimen and requisition. The Clinical Laboratory follows a standardized specimen acceptance/rejection procedure in order to protect specimen quality, prevent patient identification errors and comply with applicable regulatory and accreditation standards. The intent of Strong Memorial Hospital is that all members of our patient care team ensure that all specimens are labeled completely and accurately, and participate in efforts to evaluate and correct recurring specimen labeling problems.

Specimen Container Minimal Requirements: Every specimen container submitted to the laboratory for analysis shall have the following information (information shall not appear on the lid since the lid can be removed during processing):

- Patient full first, last name (in lieu of name, a Trauma Identification can be used until an actual patient identity is assigned) **and** Unique identifier (Trauma MR#, MR#, SS#, Account#, DOB)
- The date and time of collection and collector's initials must be on the specimen container or the requisition. In the absence of a requisition (electronic orders) information must be noted on the specimen container
- Specimen source and laterality for all non-blood specimens
- Mislabeled/Unlabeled Cytology (PAP specimens) will no longer be returned to the collection location for re-labeling

Requisition Minimal Requirements: All test requests are required by NYS to have an order. Outpatient specimens must be accompanied by an electronic order or legibly written laboratory requisition form that matches the labeled specimens. Requisitions must provide the following information:

- Patient Full first, last name
- Secondary, unique numerical identifier
- The date and time of collection and collector's initials must be on the specimen container or the requisition. In the absence of a requisition (electronic orders) information must be noted on the specimen container
- Specimen source and laterality for all non-blood specimens