

SPECIMEN PREPARATION

The College of American Pathologist (CAP) Laboratory General Check List requires that all primary specimen containers must be labeled with two identifiers at the time of collection to provide unique identification. (CAP GEN .40491)

All specimens submitted to Methodist Hospital Pathology must be labeled. This requirement assures positive identification and optimum integrity of patient sample from the time of collection until testing is completed and results reported. Clients will be notified of inappropriate labeled specimens.

Specimens must have (2) person-unique identifiers on the patient label. Person- unique identifiers

Include:

Accession number

Requisition number

Patient's first and last name

Unique identifying number (e. g., medical record number, social security number)

Date of birth

Mislabeled Specimens

Specimens are considered mislabeled when there is a mismatch between the person-specific identifier on the specimen and the information accompanying the specimen. This information might include a computer system, requisition form, or add on paper work. In addition, if there is handwritten name on the tube and a label on the tube, the information must match exactly. "Robert" does not match "Bob". When insufficient or inconsistent identification is submitted, a new specimen may be required.

If specimens are received with only one identifier, a 2nd *Identifier/Correction Verification Form* will be initiated by Specimen Control. Client Services will call the provider/client and fax the 2nd identifier/correction verification form for completion and signature. Testing will not be completed until the completed form is returned from the provider/client.

Package the Specimen in a Biohazard Bag

Verify that specimen container is labeled and tighten caps on the tubes. Place the tube or container in a biohazard bag. There must be absorbent material between the primary receptacle (tube/container) and the secondary packaging (bag) that is able to absorb the entire contents of the bag and close the bag securely.

A manual test requisition form must accompany each patient specimen. Complete all the information section on the form (e.g., date, time of collection, DOB, insurance information, diagnosis, ordering provider) then fold and insert the form into the outside pocket of the biohazard bag.

For clients using interfaces a packing list is to accompany the specimens. The client name must appear on the packing list.

Note: if submitting specimens that need to be stored and transported at different temperatures, use separate bags and packing lists for each temperature type.