

Best Practices for Specimen Labeling



1. Labeling the Container

One label per container. Label only the container, not the lid. Do not label over a label - it can cover critical information.

2. Patient Verification

Verify full first, last name and second identifier. Only one name and identifier. Must match requisition exactly.



3. Full Ordering Provider Details

Full ordering providers name should be included on test requisition paperwork.

4. Confirming the Source

Provider collecting the specimen must confirm the source and laterality; these must match the requisition exactly.



5. Tests Ordered

Specimens can be shared between multiple departments. All tests ordered should be clearly visible on the requisition so testing can be performed in the correct order.

6. Formalin Requirements

Collection date, time, and time placed in formalin can be listed on req form.



7. Patient Clinical History

Patient clinical history assists the pathologists in diagnosing the case. Patient history can be listed on requisition slip.

8. Additional Provider

Correct copy to information is necessary for results to be sent to an additional to provider. Inadequate information will delay results to copy to provider and create a HIPPA compliance risk if information is sent to the incorrect provider. Provider full first and last name with address and phone number are required.



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