
 <p>Covenant Health Laboratory Policy</p>	FACILITY: <i>Covenant Medical Center/Covenant Children's Hospital/CMC AED Laboratory</i>
	DEPARTMENT: <i>Laboratory</i>
	SECTION: <i>General Laboratory</i>
	AUTHOR: <i>Steve Madrid</i>
TITLE: Identification of the Patient and Patient Specimens	


STATEMENT OF PURPOSE: Positive identification of the patient and/or patient specimen is crucial to the quality of laboratory testing, and the quality management of the patient. To insure the positive verification of patient identification, the following procedures must be strictly followed:

TEXT:

- A.** Collection of blood or other specimen type from the patient:
 - 1.** All specimens will be collected using two unique identifiers
 - a.** Inpatient – phlebotomy, nursing, any personnel performing the collection will verify (100% of the time) using two unique patient identifiers
 - 1)** Patient’s first and last name on patient’s armband with requisition (LIS label)
 - 2)** Medical record number
 - 3)** Write date and time of collection and initials of collector on specimen
 - 4)** For Blood Bank tubes (EDTA 7 mL), personnel collecting the specimen should place either an LIS label or an armband label on the tube.
 - b.** Outpatient – phlebotomy and clerical staff will (100% of the time) verify by using two unique identifiers when performing phlebotomy procedures in the outpatient setting
 - 1)** The phlebotomist will ask the patient their first and last name. This will be compared to the requisition that the patient presented with.
 - 2)** The phlebotomist will ask the patient for their date of birth. This will be compared to the requisition that the patient presented with.
 - 3)** The phlebotomist will label the specimens with the name and date of birth, collector’s initials and date and time of collection
 - 2.** Specimens will be labeled in the presence of the patient at the time of collection.
- B.** Verification of specimen upon receipt in the lab – front office, phlebotomy, and department

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1. Personnel receiving specimens will verify (100% of the time) information on specimen with requisition and with computer screen
 - a. Laboratory personnel should verify the patient's first and last name
 - b. Laboratory personnel should verify the patient's date of birth
 - c. The accession number should be verified, when applicable
 - d. Blood Bank – personnel will also verify the billing number (MA) on sample with requisition
- C. Verification of specimen during testing/aliquoting process
 1. Testing personnel will verify first and last name along with date of birth, Medical Record Number, Barcode or accession number (100% of the time)
 - a. If using a sample cup, both the tube holding the sample cup and the cup must be labelled with two identifiers as well
 - 1) The contents in sample cups must never be combined
 - 2) Aliquots must never be returned to the original container
 - b. Every time tube/specimen is manually sampled
 - c. Aliquot labels are verified against originally labeled tube (side by side) and may be initialed by personnel aliquoting
- D. Improperly labeled specimens will be rejected if the patient's identity cannot be verified.
- E. If personnel must lower a patient's bed rail to obtain a specimen, the bed rail must be raised upon completion of the phlebotomy procedure.
- F. When nursing personnel collects blood through an art line, the phlebotomist must verify the patient's identity using two identifiers and label the specimens at the patient's bedside.
- G. Phlebotomists must change gloves and wash their hands between each specimen collection procedure.
- H. Failure to properly identify a patient or mislabel specimens is grounds for disciplinary action.
 1. First occurrence will result in a Written Counseling.
 2. If the second occurrence happens within one year of the Written Counseling, the result will be a 2 day Suspension without pay.

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3. If the third occurrence occurs within one year of a 2 day suspension, the employee is subject to Termination

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