



## **POLICY**

The Laboratory Department must have a system in place to ensure specimens are received for the right test and the right patient and all appropriate tests requested are performed.

## **PROCEDURE**

### **Patient Identification**

All patients must be identified by AT LEAST two patient identifiers (name and date of birth)

### **Specimen Labeling**

All specimens received must be adequately labeled to ensure positive patient identification from specimen collection, test processing and result reporting. Guidelines for specimen collection will ensure the correct specimen in quantities sufficient for testing will be collected.

All specimens will be labeled with AT LEAST two patient identifiers, the date/time of collection and the collector's initials.

### **Specimen Collection**

All specimens are collected by trained individuals either employed by the client, or this facility. The collection site will house a manual providing each collector with specific test collection requirements, regarding type of container, minimum volume, and transport and storage guidelines. All training will be documented and held on site.

### **Unclear Test Orders**

- To eliminate improper test ordering, any unclear test orders must be verified by contacting the client and confirming the order
- Document on the requisition who clarified the order, the date and time contacted