



## **LABELLING REQUEST FORMS and SPECIMENS**

### **Request Forms**

A self-adhesive patient identification label should be used to provide patient identification. Alternatively, this information must be provided using clearly legible writing.

If a phlebotomist is being asked to collect the specimen, the request form should be dated for the day of collection and placed on a clip in the ward office.

#### **Minimum Identification Information:**

Staff who complete laboratory test request forms must ensure that the following minimum identification information is provided, along with all relevant information on the requested test(s) required:

- patient's full name, i.e. family name and given names
- patient number (NHI). Where the NHI is not available the date of birth (DOB) is to be used
- tests required to be performed
- name of practitioner requesting tests (written legibly), signature and designation.
- initial / code of phlebotomy service staff member.
- RC charge, consultant code, practitioner registration number / code or information to enable appropriate billing

#### **Additional Information**

The following additional information is also required for adequate processing, interpretation and reporting of results:

- patient gender
- relevant details of medical history
- specimen site, type and number where relevant
- location for the delivery of test results/reports

## Cross-Matching or Antibody Screen (additional requirements)

The request form must be labelled with

- patient's family name and given names
- patient's identification number NHI, where the NHI is not available the date of birth (DOB) is to be used
- ward / clinic
- hospital
- date and time of specimen collection
- name, signature and designation of person collecting specimen
- legible printed name and signature of requesting practitioner
- type and amount of blood / blood product required
- date and time required

### **Patient Identification**

#### Patient Identity

Staff who collect specimens must confirm the patient's identification, and that it corresponds with the request form and the patient identification labels. This is done by asking the patient their name or date of birth and checking the patient NHI number. Identification may also be by photograph if identification wristbands are not worn e.g. in mental health areas.

### **Specimen Collection and Labelling**

#### Minimum Identification Information:

##### Specimen Labelling

All staff who collect specimens must label them with the following minimum identification information:

- patient's full name, i.e. family name and given names,
- patient number (NHI). Where the NHI is not available the date of birth (DOB) is to be used.
- date and time of the specimen collection

NOTE: This is the minimum identification information required for identification of the patient, the laboratory test request form, and the specimen.

Both the test request form and the specimen container must carry identical patient "minimum identification information".

#### Laboratory Receipt of Specimens

Laboratory staff who receive specimens for testing must ensure that the information provided on the specimen container matches that provided on the test request form, and that both meet "minimum identification information" requirements noted above.

#### Preferred Identification Information:

##### Specimen collection container

The information required is :

- patient's full name i.e. family name and given names
- patient number (NHI). Where the NHI is not available the date of birth (DOB) is to be used.
- date and time of collection
- type of specimen and site of specimen, where relevant
- when a pre-printed label is used, the person collecting and labelling the specimen should initial the label to verify that the patient identification information on the specimen container corresponds with the patient from whom the specimen was collected. This step in the collection process allows the collector to perform a quality check. The lack of an initial will not be a reason for rejecting a specimen for testing, but if the patient information is incorrect, the failure to carry out this check may be grounds for initiating a complaint and further action.