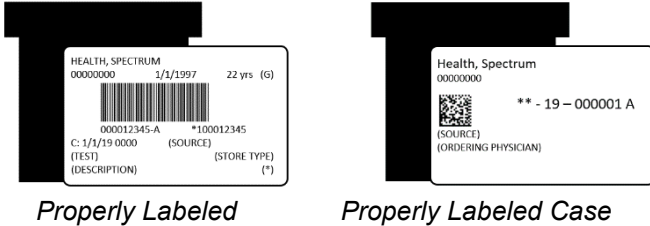


# GET IT STRAIGHT TO REDUCE THE WAIT! PROPERLY LABELING PATHOLOGY SPECIMENS

## ACCEPTABLE LABELING

The following label placement is **ALWAYS** acceptable:



*Properly Labeled*

*Properly Labeled Case*

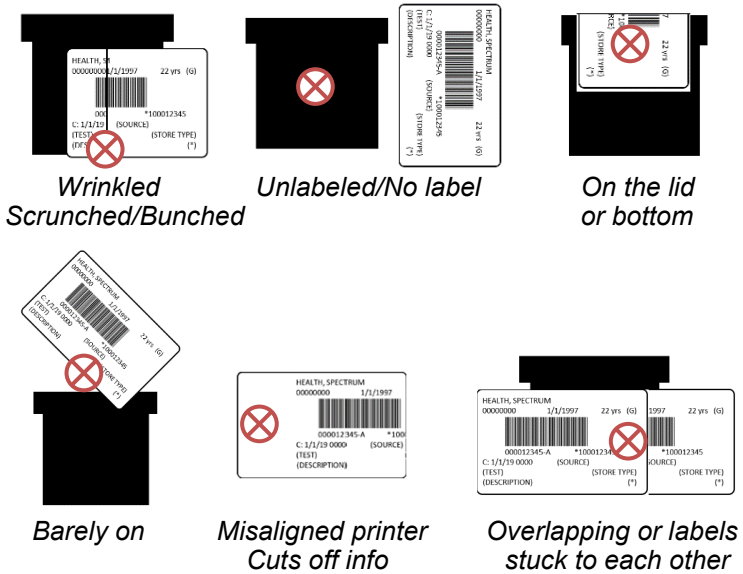
Multiple labels may be placed on one specimen. Ensure the following steps are taken:

- You are not covering up any patient identifiers, codes, specimen and test information, or barcodes on the other labels.
- Do not place labels on the lid or bottom of the specimen container.
- Do not stick labels back to back to each other.

Any extra labels that cannot be applied to the container for the same specimen should accompany the specimen in the biohazard bag. Case labels may be placed over Epic labels if they are linked to the same test.

## UNACCEPTABLE LABELING

The following label placements are **NEVER** acceptable:



*Wrinkled  
Scrunched/Bunched*

*Unlabeled/No label*

*On the lid  
or bottom*

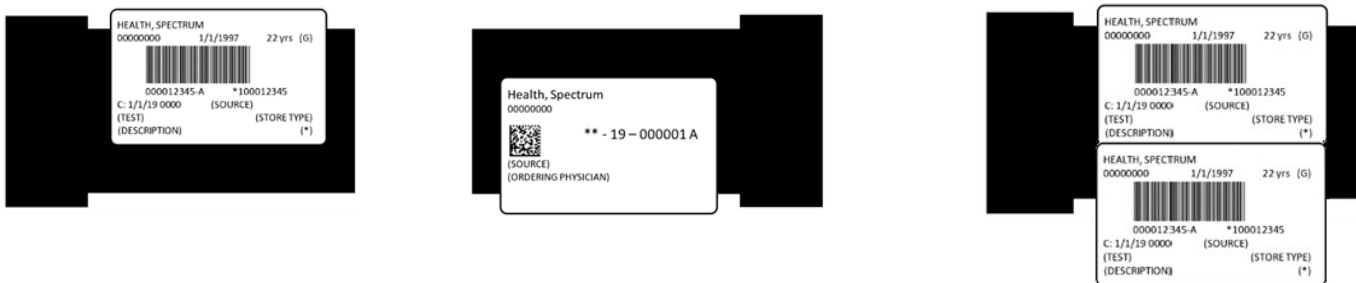
*Barely on*

*Misaligned printer  
Cuts off info*

*Overlapping or labels  
stuck to each other*

## OTHER RULES AND EXCEPTIONS

**PAP – Thin Prep Vial:** Both Epic and case labels must be placed vertically on the specimen for the analyzer to read them. Epic labels must be placed on the specimen so that the patient's name is towards the top of the specimen. Case labels must be placed on the specimen so that the Data Matrix is at the bottom of the specimen. If submitting Thin Prep Vial for both PAP and APTIMA (STI) testing, 2-3 label placement is acceptable.



### SAFETY PAUSE!

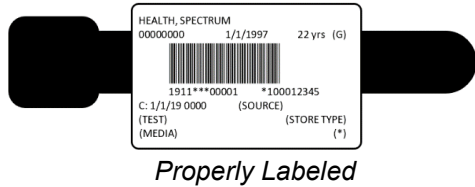
Every specimen sent to the lab must be labeled. Always check that labels have **2 patient identifiers**, specimen source and collection date/time

**NOTE:** All Pathology media should follow these guidelines. Anything from small biopsy containers to tissue pathology tubs. For more collection and specimen handling instructions, visit: [spectrumhealth.testcatalog.org](http://spectrumhealth.testcatalog.org)

# GET IT STRAIGHT TO REDUCE THE WAIT! PROPERLY LABELING MICRO OR SWAB SPECIMENS

## ACCEPTABLE LABELING

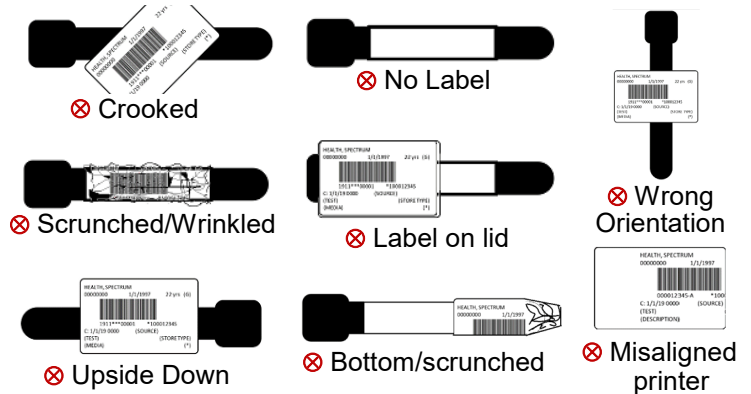
The following label placement is **ALWAYS** acceptable:



One label per specimen\*. Any extra labels that cannot be applied to the container or tube for the same specimen should accompany the specimen in the biohazard bag.

## UNACCEPTABLE LABELING

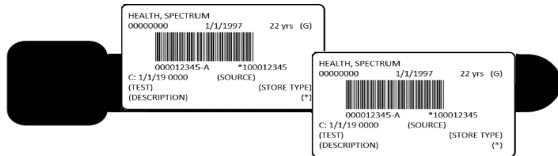
The following label placements are **NEVER** acceptable:



## OTHER RULES AND EXCEPTIONS

**\*Shared specimen, long tube (swabs):** If tube is long enough (i.e. UTM swab) labels may be staggered. Ensure the following steps are taken:

- Keep barcodes flat against the tube
- Do not place on lid or past the bottom of the tube
- Information must be visible on both labels!



**\*Shared specimen, short tube (swabs):** Short swab tube (i.e. ESwab) labels may be positioned so that they are “flagged” meaning each label will have a portion of the label “waving” off of the tube. Ensure the following steps are taken:

- Keep barcodes flat against the tube
- Fold the top portion, just above the barcode, so the adhesive sticks to itself. Place on the tube as usual.
- Repeat the same process with the second label.
- Labels should not overlap in any way.
- Information must be visible on both labels!



**Blood Culture – FA<sup>+</sup>, FN<sup>+</sup>, and PF<sup>+</sup> Bottles:** Do NOT cover the bottle barcode or QR codes with a label, these barcodes are needed to load onto the analyzer.



**Aptima – Urine Tube:** Do NOT cover the window on the tube with the Epic label, the window is needed to run the test on the analyzer.



## SAFETY PAUSE!

Every specimen sent to the lab must be labeled.  
Always check that labels have  
**2 patient identifiers**  
specimen source and collection date/time

# GET IT STRAIGHT TO REDUCE THE WAIT! PROPERLY LABELING BLOOD SPECIMEN TUBES

## ACCEPTABLE LABELING

The following label placement is **ALWAYS** acceptable:



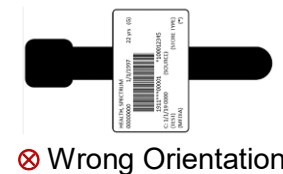
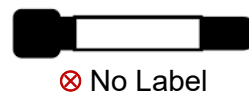
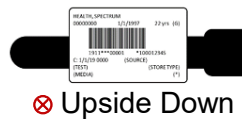
*Properly Labeled (front and back)*

Only one label per vacutainer. Any extra labels that cannot be applied to the tube for the same specimen should accompany the specimen in the biohazard bag.

Leave **colored** edge of the vacutainer label visible with a window to see blood level.

## UNACCEPTABLE LABELING

The following label placements are **NEVER** acceptable:



## OTHER RULES AND EXCEPTIONS

**Microtainer:** Affix a micro-extender. Apply so the barcode can be scanned. Do not cover cap.



### Syringes and capillary tubes:

- **Remove needle** and cap syringes
- Be sure to cap both ends of capillary tubes
- Labels should be applied to show the blood level while still being able to scan the barcode
- Excess label may be folded over to ensure label sticks to tube and not other surfaces.



**Blood Bank Specimens:** Specimens for Blood Bank must have 2 signatures (User ID's or initials of collectors/witnesses) on the specimen written in ink that is resistant to smearing.

## SAFETY PAUSE!

Every specimen sent to the lab must be labeled.  
Always check that labels have  
**2 patient identifiers**  
specimen source and collection date/time

# GET IT STRAIGHT TO REDUCE THE WAIT! PROPERLY LABELING BLOOD SPECIMENS - INPATIENT

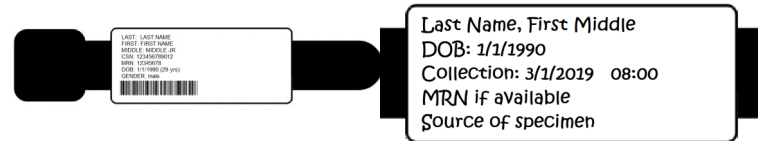
## ACCEPTABLE LABELING

The following label placement is **ALWAYS** acceptable:



**Above:** Properly labeled tube, front and back. Note: tube color stripe

**Below:** Proper labeled tube with chart sticker and tube with handwriting



Only one label per specimen. Any extra labels for other tests on the same specimen should be placed in the document pouch of the biohazard bag.

For extra tubes you must either reprint a label or attach a chart label to the specimen. See: [Reprint Label Tip Sheet](#)

If unable to label with a label of any kind (Epic or chart), make sure the following information is hand written on the specimen for processing personnel (**ball point pen only** - no markers, please):

- Patient's Full First and Last Name
- Patient's Date of Birth
- Collection Date and Time
- *MRN if available*
- Source of Specimen

**IF THERE ARE NOT TWO PATIENT IDENTIFIERS ON THE SPECIMEN IT WILL BE CONSIDERED TO BE UNLABELED!**

## OTHER RULES AND EXCEPTIONS

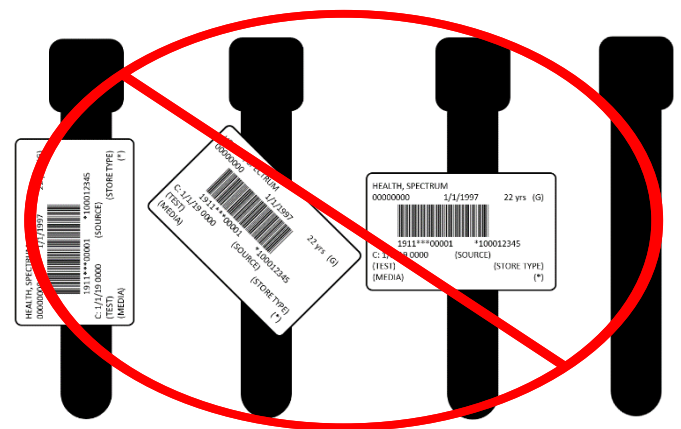
### Blood Bank Specimens

Blood Bank specimens require a witness as well as two signatures on the tube.

- The witness must understand the witness process and be present for the entire draw
- Either the collector or the witness must be a lab staff.
- Two signatures must be on each Blood Bank tube drawn
- Specimens without two signatures will be considered to be misidentified.

## UNACCEPTABLE LABELING

The following label placements are **NEVER** acceptable



Upside down      Crooked      Wrong Orientation      **No Label**

Other unacceptable forms of labeling include:

- Wrinkled labels
- Scrunched labels
- Labels on the lid (ERS Worthy)
- Labels that are barely on

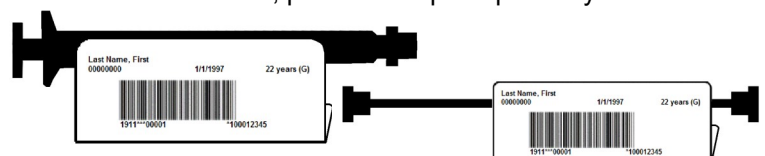
## CHECK. CHECK. DOUBLE CHECK!

**Every specimen sent to the lab must be labeled.**  
To ensure every specimen is labeled:

- Always label at the bedside
- Always scan the barcode once it is on the tube
- Check your tubes before you put them in a bag
- Check your tubes at the tube station

### Syringes and Capillary Tubes

- Remove needle and cap syringes
- Be sure to cap both ends of capillary tubes
- Labels should be applied to show the blood level while still being able to scan the barcode
- Excess label may be folded over to ensure label sticks to tube and not other surfaces.
- No markers, please - ballpoint pen only



For more collection and specimen handling instructions, visit: [spectrumhealth.testcatalog.org](http://spectrumhealth.testcatalog.org)