

	<b>Patient Identification Confirmation</b>  <b>OP-306-02</b>	<b>Dept:</b>	<b>Outpatient Phlebotomy 324306</b>
		<b>Effective Date:</b>	
		<b>Revised Date:</b>	<b>February, 2019</b>
		<b>Contact:</b>	<b>Rinard Howard</b>
<b>Name &amp; Title: Greg Pomper, MD Medical Director</b>		<b>Date:</b>	
<b>Signature:</b>			

**1) General Procedure Statement:**

- a. **Purpose:** This procedure will explain how to properly identify a patient in the outpatient phlebotomy area. It will also explain what to do if the patient information is not correct.
- b. **Responsible Department/Scope:**
  - 1.Procedure owner/Implementer: Outpatient Phlebotomy
  - 2.Procedure prepared by: Rinard Howard
  - 3.Who performs procedure: Outpatient Phlebotomy staff

**2) Note:**

IT IS ABSOLUTELY ESSENTIAL THAT THE SAMPLE IS COLLECTED ON THE RIGHT PERSON!

**3) Procedure:**

Outpatients will not be wearing an I.D. bracelet and identity must be established by having the patient state his/her full name and date of birth and confirming this information with the Laboratory Information System (LIS). The phlebotomist may be the only person to see the patient and must insure that all the proper identification is correct before proceeding, regardless of clinical setting. Two of the three patient identifiers are need to be on specimens.

Any combination of the three identifiers is acceptable

Example: if a tube comes in with MR# and DOB on it – it is acceptable and no request to re-label is needed.

Acceptable Identifiers:

Patient First and Last Name

Date of Birth (DOB)

Medical Record Number (MRN)

A Paper Requisition may be accepted on Outpatients. However, they must be entered into the LIS before that patient's Blood can be collected. If the patient is a new patient to the medical center the phlebotomist must make a copy of the patients ID and front and back of their insurance card and send to the lab with that patient's specimen.

To be accepted a paper requisition must have the patient name, ordering provider, diagnoses codes and the test requested. If the date of birth is not on the form, that should be added. The account will be generated by the laboratory customer service area.

**4) Incorrect Patient Information:**

If a patient presents to the lab and their demographics are incorrect the phlebotomy technician must stop and send the patient to the Patient Service Representative (PSR) so that the PSR can update the patient's information before continuing with their Laboratory visit.

**5) Related Procedures:**

**6) References:** N/A

**7) Attachments:** N/A

**8) Revised/Reviewed Dates and Signatures:**

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

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