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| <p align="center">St. Anthony Regional Hospital</p> <p align="center">POLICY/PROCEDURE</p> | <p>Effective Date:</p> | <p>Latest Revised Date:</p> <p>Reviewed Date:</p> |
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| <p>Title: SPECIMEN LABELING POLICY</p> | | <p>Department: Laboratory</p> |

Principle:

Proper specimen labeling is one of the first steps the Laboratory must take to ensure the integrity of the specimen.

Policy:

Each specimen container must be labeled with the following information:

1. First and last name of the patient.
2. Date of birth of the patient.
3. Initials of the person collecting the specimen.
4. Date and time of collection.
5. Specimens other than blood need to be labeled with the specimen type.

Labels must be affixed to the tubes at the time of the draw.

Testing will not be performed until the specimen is properly labeled.

Out-patient and Reference testing:

Specimens sent to St. Anthony Regional Laboratory must be labeled to match the information on the accompanying requisition. Mislabeled or unlabeled specimens will not be accepted.