



Subject Specimen Misidentification/Unlabeled Procedure	Attachments <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Key words unlabeled, mislabeled, IDUMS, SMURF, Good Catch form, QSE 6	Number GHI-PC-LAB-AD-UNLABELED v. 04-2009
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Manual Central Laboratory Policy and Quality Assessment Manual HMPG Clinic Laboratory Quality Manual	Last Review Date April 2011
Issued By Laboratory Administration and Nursing Administration	Next Review Date April 2012
Applicable Laboratory Administration, Nursing Administration, Care Delivery Supervisors, Laboratory Technical Consultants, Laboratory Leads, Laboratory Staff, Nursing Staff	Origination Date December 2007
	Retired Date
Review Responsibility Laboratory Administration	Contact Laboratory Administration

I. PURPOSE

To provide a prompt, effective method for documentation and notification of misidentified specimens assuring investigation and proper response.

II. PROCEDURE(S)

1. Lab suspects sample is misidentified and begins to investigate to determine if proper identification is known and can be verified.
2. Lab contacts the care unit regarding specimen. The care unit and provider will determine how specimen should be handled – discard the specimen, recollect the specimen, or if identity can be determined with absolute confidence, the provider may request that the test results be entered for this patient.
 - Lab requires the Good Catch form be signed with the provider or approved designee from the care team regardless of whether the specimen is discarded, scheduled to be recollected, or the test result will be entered on a patient with a mislabeled/unlabeled specimen.
3. The staff person who first identifies an unlabeled/mislabeled specimen will initiate an unlabeled/mislabeled specimen form (Good Catch) on all specimens that are improperly labeled. Make a copy of the mislabeled/unlabeled form and send it Central Laboratory QA contact.

NOTE: Filling out the Good Catch form does not automatically make the staff person responsible for the error.

4. Proceed with the following actions depending on investigation findings:

If specimen identity can be determined with absolute confidence:

- a. Obtain a copy of the completed unlabeled/mislabeled specimen form (Good Catch) with signature from the provider or approved designee responsible for the patient indicating the provider wants the test performed on the sample.

b. Run the test and append the comment Specimen Mislabeled. Provider requested results reported.” to each result(s).

c. Send a copy of the completed Good Catch form to the Central Laboratory QA contact.

If specimen identify cannot be determined with absolute confidence:

a. Discard sample.

b. If test has been ordered in the laboratory information system but not resulted, complete the Laboratory Credit form and send to Central Lab for credit.

c. If test has been ordered and resulted in the laboratory information system, result needs to be edited with a Disregard Resulted on Wrong Patient code (DRWP). Complete the Laboratory Credit form and send to Central Lab for a Credit with Results Retained (CRW)

5. The Central Laboratory QA contact will send copies of completed unlabeled/mislabeled form (Good Catch) to the Laboratory Technical Consultant and/or Care Delivery Supervisor for follow up as necessary.

7. The Central Laboratory QA contact will send a copy of the completed Good Catch form to Care Innovation and Measurement for tracking and reporting to HPMG leadership.

8. The Laboratory QA Team will review the quarterly reports from Care Innovation and Measurement and from the Central Laboratory QA contact on mislabeled/unlabeled specimens.

DEFINITIONS

Misidentification-unlabeled, mislabeled, or ordered on incorrect patient

COMPLIANCE

Failure to comply with this policy or the procedures may result in disciplinary action, up to and including termination.

ATTACHMENTS

[Good Catch Form](#)

OTHER RESOURCES

Laboratory Test Credit Procedure

Specimen Acceptability Process

Patient Identification and Labeling Procedure

APPROVAL(S)

Director, Laboratory Services

Medical Director, Laboratory Services

Vice President, Primary Care

ENDORSEMENT Laboratory Administration and Nursing Administration