

1●2●3● Identify Me

Labeling Requirements for KOH and Other Slide Specimens



CMA/RMA/LPN or RN – Visit Process

1 After a patient is checked in - and before bringing the patient back to the exam/procedure room - CMA/RMA/LPN or RN will review the reason for visit (appointment notes or appointment type). If the visit reason is one of the items listed below, the CMA/RMA/LPN or RN will **print 1-2 visit labels** to be used on the specimen once collected. *(See tip sheet on printing labels)*

- Prior to the exam, get frosted slides from supply area (Lawson 008385). These will be used for the KOH or for other slide specimens and will allow you to label both the slide and the petri-dish/transport container.

2 While rooming the patient, **verify the patient information** on the printed label(s) matches the person from whom the specimen will be collected from. Identify the patient by having the patient state their:

- FIRST NAME & LAST NAME & DATE OF BIRTH

3 After identification is verified, **initial the label(s)** and leave the label(s) in the exam room next to the specimen collection supplies.

For KOH preps and other slide specimens, **BOTH** the slides and the petri-dish or transport container need to be labeled with the patient's information. With a pencil, label the frosted end of the slide with:

- LAST NAME & FIRST NAME & DATE OF BIRTH
- Label the petri-dish with the Epic label that has been verified and initialed.

Just labeling the petri-dish/transport container is inadequate. If the slides are not labeled in addition to the petri-dish/transport container, then once the slides are removed, they are unlabeled and this can result in the wrong results being reported on the wrong patient.

- Unused labels are placed in shred it bin
- Deliver specimen(s) to laboratory

Clinician – Visit Process

1 If an exam generates an unexpected specimen, clinician will **place the order in Epic and retrieve** (or print) **labels** from label printer. *(See tip sheet on printing labels)*

2 Clinician will **verify patient information** on the printed label(s) matches the person from whom they will be collecting the specimen(s). Identify the patient by having the patient state their:

- FIRST NAME
- LAST NAME
- DATE OF BIRTH

3

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Labeling Requirements for KOH and Other Slide Specimens



Follow labeling process listed above for KOH preps and other slide specimens.

- Unused labels are placed in shred it bin
- Deliver specimen(s) to laboratory

Please note:

This process is best supported by optimal proximity of Zebra label printers to each exam room for quick retrieval. Should you determine additional printers are necessary, please contact jodi.a.lang@healthpartners.com

Printing Specimen Labels Efficiently

1. From the Multiple Provider Schedule, double click on the patient’s appointment to open the encounter.
2. Click into the **Appointments** activity from the Visit Navigator.
3. Click into the **Future** tab, find the correct future appointment for the patient and click to **highlight it**.
4. Right click on highlighted appointment and select **Label** from the list of drop-downs.
5. From the pop-up that appears, choose the number of labels needed and click **Print**.

The screenshot shows the Epic Hyperspace interface for a patient named 'Cmp, Steve H'. The 'Appointments' tab is active, showing a list of future appointments. A right-click context menu is open over the appointment for 1/22/2016 Fri, with 'Label' selected. A 'Label' print dialog box is open on the right, showing 'Server Printer' as the destination and '1' as the number of copies. Green arrows 1 through 5 point to the corresponding steps in the process.

Appt	Date	Time	Provider	Visit Type
R	1/18/2016 Mon		[1214] KELLY, MICHAEL [00248]	P ILLNESS INJURY [10000]
R	1/19/2016 Tue		[1214] KELLY, MICHAEL [00248]	P ILLNESS INJURY [10000]
R	1/20/2016 Wed		[1214] KELLY, MICHAEL [00248]	P ILLNESS INJURY [10000]
R	1/22/2016 Fri		[1214] KELLY, MICHAEL [00248]	P ILLNESS INJURY [10000]
R	1/25/2016 Mon	10:30 A 30	WE FP [1214] KELLY, MICHAEL [00248]	P ILLNESS INJURY [10000]