

## Patient Identification and Specimen Collection for Blood Bank

**PURPOSE:** This procedure provides instructions for identification of patients and collection of specimens for blood bank testing.

**SCOPE:** Saratoga Hospital and all ancillary sites.

### PRINCIPLE:

Fatalities from blood transfusion are reported to be most often caused by “clerical” errors. Clerical errors include mislabeling of patient samples, failure to properly identify the patient when collecting the specimen, or when transfusing the patient. Minimizing these errors through proper patient identification and labeling of specimens is critical to safe blood transfusion.

### PROCEDURE:

**NOTE:** Specimens will be rejected if patient specimens are not collected and labeled according to established procedure. See the laboratory’s “*Specimen Rejection Protocol*” for instructions on handling rejected specimens.

### Patient Identification:

All patients who have specimens collected for blood bank follow the general guidelines established by the Saratoga Hospital’s policy on “Patient Identification” (Administrative Policy #II-49) with the exception of using an additional identifier for blood transfusion candidates. All specimens must be collected and labeled in the presence of the patient for both inpatients and outpatients.

Patients who have samples collected for the *purpose of transfusion or possible transfusion* must have an armband at the time of collection with three identifiers:

- Patient's full name
- Date of Birth
- Medical Record (HO#) number or TYPENEX unique identifier

This applies to patients who have orders for blood products, type and screen and blood bank holds.

**Note:** *No armband is required for Pre-admission (PAT) patients and OB Type and Screens.*

### Specimen Collection and Labeling:

#### Labeling Methods:

1. Mobilab- primary collection method.
2. Meditech Label- back-up method. Used only if a Mobilab is not available for use.
3. Handwritten label- used only if Mobilab and Meditech are not available.

### Outpatient Transfusions-Use of “DO NOT REMOVE” Clasps:

For outpatient transfusions, a red “DO NOT REMOVE” appendix clasp is used to attach the hospital armband to the patient. If a Typenex armband is used, the clasp is attached to the one of the holes on the band next to the

Typenex clasp. The red clasp serves as a reminder that the armband is not to be removed. The nurse performing the transfusion will remove the armband prior to discharge.

### I. Inpatients with Hospital Issued Armband-Mobilab:

Phlebotomist will:

1. Ask the patient to state his/her name. Check the armband to confirm the information the patient provided is a match. (If no armband is present, notify the patient's nurse.) (Delete this step if the patient is non-responsive.)
2. Upon confirmation, scan the barcode on their wristband by depressing either of the orange buttons located on the side of the handheld device.
3. If the wristband scanned matches the patient on the screen, the user will advance to the *Secondary Identification Required* screen.
4. Ask the patient to state his/her date of birth (DOB). Check the armband to confirm the information the patient provided is a match. (Delete this step if the patient is non-responsive.)
5. Confirm secondary identification by tapping *MR#*.
6. If *Cancel* button is selected, the phlebotomist will be returned to the previous screen and the patient identification process is canceled.
7. After the *MR#* is selected, the handheld communicates back to the Meditech system to confirm the patient has been positively identified.
8. The *Patient Screen* displays demographic information at the top, followed by the specimen numbers, test names, and containers to be drawn.
9. Once positive patient identification has been verified, the demographic portion of the patient screen turns green and specimen labels print.
10. Compare the three identifiers (complete name, DOB, and medical record HO#) on the armband to the computer test label.
11. Collect the specimen as per SOP.
12. Affix the label to the tube.

### II. Outpatient Transfusions Collected by Hospital Staff Using Mobilab:

1. Patients will be registered for a re-occurring account (A3TRANS). Admitting will place a hospital armband on the patient. This armband will be used for both the blood draw and transfusion.
  - ◆ **If no armband is present, notify the blood bank technologist. The technologist will conduct an investigation. Obtain the original requisition and ask the patient when they are scheduled for transfusion. If transfusion is within three days, proceed to Admitting and speak with the inpatient registrar. Confirm the transfusion information and ask the admitting staff to properly armband the patient.**
2. Collect the specimen as instructed under "*Inpatients with hospital issued armband-Mobilab*".
3. Tell the patient that the armband must not be removed until the transfusion is completed.

### III. Long Term Care Patients Using Mobilab:

1. Patients on long term care do not have wristbands. Transfusions are done as an outpatient on the A3TRANS unit. Once an outpatient transfusion has been scheduled for the transfusion, admitting will place an armband on the patient prior to collecting the specimen.
2. Verify that the patient has the appropriate armband -location should be A3TRANS. (If no armband is present, notify the patient's nurse. The nurse will contact admitting to obtain the armband.)
3. Collect the specimen as instructed under "*Inpatients with hospital issued armband-Mobilab*".
4. Notify the patient's nurse that the collection is complete and that the armband must not be removed until the transfusion is completed.

**IV. Inpatients with Hospital Issued Armband-Meditech Label:**

Phlebotomist will:

1. Ask the patient to state his/her name and date of birth. Check the armband to confirm the information the patient provided is a match. (Delete this step if the patient is non-responsive.)
2. Compare the three identifiers (complete name, DOB, and medical record HO#) on the armband to the computer test label.
3. Collect the specimen as per SOP.
4. Using the information from the armband, hand label the tube with the patient's full name, date of birth, HO#, time and date of collection, as well as the initials of the phlebotomist.
5. Compare the handwritten label to the computer label. Do not attach the Meditech label to the specimen. The Meditech label will accompany the specimen to the blood bank.

**V. Collected by Off-Site Laboratory Staff with Meditech Access:**

1. Specimens collected at these sites with Meditech access will be drawn with a Typenex armband. Staff will place the product order and generate Meditech labels for use with the typenex armband.
2. Saratoga-Hematology Oncology Laboratory (SHOL): Specimens collected at the SHOL site will be drawn with a Typenex armband. The technical staff will order a BBSHOL specimen and generate a Meditech label to use with the Typenex armband. If a transfusion is requested, the specimen will be transferred with the requisition to the blood bank.

**VI. Handwritten Labels (Out Reach Specimens [SDOs] and Meditech Downtime) :**

Specimens collected from the provider offices and nursing homes will be accepted providing the Typenex armband system has been used to identify the patient and all required information is on the tube and the requisition. A computer generated patient identification label is preferred on the armband. However, if that option is not available, the required information may be handwritten on the typenex armband.

Refer to the following appendices for Typenex Blood Band instructions.

- Appendix #1: Typenex Blood Recipient Identification Band-Computer Generated Label
- Appendix #2: Typenex Blood Recipient Identification Band-Hand Written
- Appendix #3: Examples of a Properly Labeled Typenex Armband

**REFERENCE:**

- o American Association of Blood Banks; Technical Manual; 18<sup>th</sup> ed. (367-370).
- o Saratoga Hospital Administrative Policy Manual: "Patient Identification", II-49.
- o Saratoga Hospital Administrative Policy Manual: "Specimen Labeling", II-68.
- o Baxter-Fenwal: Deerfield, IL ; Typenex Blood Recipient Identification Bands

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## Appendix # 1

**TYPENEX BLOOD RECIPIENT IDENTIFICATION BANDS – COMPUTER GENERATED LABEL****NOTES:**

- The TYPENEX armband includes a unique identifier in an easy to read alphanumeric format. (This replaces the HO# that is found on the inpatient armband). The typenex identifier is used by blood bank and the nurse performing the transfusion to link the specimen to the blood product.
- Two labels will be needed for this system.
  1. One for the Typenex Identification Band
  2. One for the Blood Bank specimen
- Both labels must contain the following information.
  - First and last name,
  - DOB,
  - Date and time
  - Phlebotomist's initials.
- Ensure both labels contain identical information.
- Ensure that a red “DO NOT REMOVE” clasp is attached to the armband.

**Patient Identification:**

1. Verify patient identity as per procedure.
2. Apply the computer generated label on the Typenex armband in the section labeled “Place patient information here”.
3. Peel the liner from the shield and cover the patient label with the shield. Seal the edges with your finger.
4. Wrap the band tail around patient extremity to size, snap button closure to secure, and cut off excess band tail material with scissors.
5. Place one of the coded stickers on the patient requisition.
6. Ensure the armband is securely attached to the patient and will not fall off.
7. Instruct patient not to remove the armband until after the transfusion is completed.
8. Proceed to specimen collection.

**Collection and Specimen Labeling:**

9. Collect the specimen as per SOP.
10. Affix the other label on the blood bank specimen.
11. Take one of the coded Typenex and affix it to the blood bank specimen. The remaining stickers are forwarded to blood bank with the specimen.
12. Compare the label on the blood bank specimen to the label on the patient's typenex band.

## Appendix #2

**TYPENEX BLOOD RECIPIENT IDENTIFICATION BANDS – HAND WRITTEN****NOTES:**

- The TYPENEX armband includes a unique identifier in an easy to read alphanumeric format. (This replaces the HO# that is found on the inpatient armband). The typenex identifier is used by blood bank and the nurse performing the transfusion to link the specimen to the blood product.
- When labeling specimens two labels will be applied to the tube:
  - TYPENEX ID label that is peeled from the armband.
  - Meditech barcode label
- Ensure that a red “DO NOT REMOVE” clasp is attached to the armband.

**Patient Identification:**

1. Verify patient identity as per procedure.
2. Using a ballpoint pen, fill in the ID label section of the TYPENEX armband with the following information **ONLY**:
  - First and last name,
  - DOB,
  - Date and time
  - Phlebotomist’s initials.

Write the information in a single line near the top of the armband (see example). This will allow you to place the Meditech label on the tube without obstructing the information on the typenex armband.

3. Wrap the band once around the patient’s wrist, number side out.
4. Center the band between the clip posts and snap firmly.
5. Once closed, the clip will cut the band. The band becomes tamperproof when the clip is closed.
6. Once closed, the clip will cut the band and the coded stickers should easily detach from the band.
7. Place one of the coded stickers on the patient requisition.
8. The remaining stickers are forwarded to blood bank with the specimen.
9. Ensure the armband is securely attached to the patient and will not fall off.
10. Instruct patient not to remove the armband until after the transfusion is completed.
11. Proceed to specimen collection

**Collection and Specimen Labeling:**

12. Collect the specimen as per SOP.
13. Peel the completed ID label from the TYPENEX armband and place on the tube (see example).
14. Apply the Meditech barcode label to the tube. Ensure that the barcode is still visible.
15. Inspect the patient’s armband and ensure that the patient information is visible on the band.

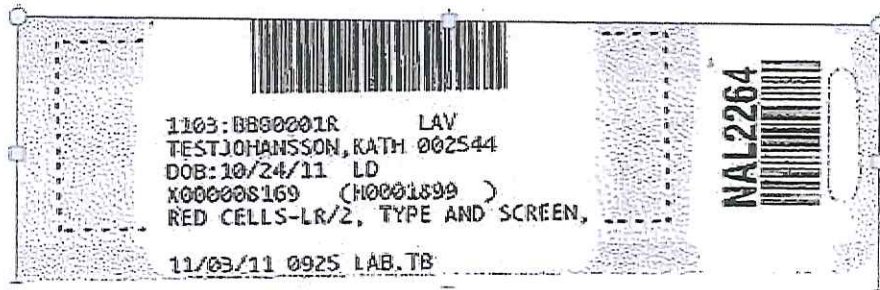
**Appendix #3**

**Patient Identification and Specimen Collection for Blood Bank  
TYPENEX BLOOD RECIPIENT IDENTIFICATION BANDS**

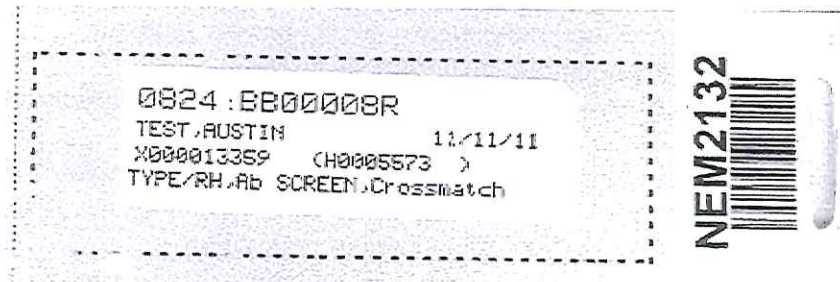
*Example of a Properly Labeled Typenex Armband*

**Computer Generated Labels:**

**Mobilab:**



**Meditech:**



**Handwritten Label:**

