

UW Medicine – Pathology

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Specimen Rejection Procedure

Adopted Date: 05/06/11 Revision Date:
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PURPOSE

To ensure that all unlabeled and/or mislabeled specimens are handled in accordance with the UWMC and HMC Administrative policies and procedures on Labeling Requirements and Handling of Mislabeled Specimens.

DEFINITIONS

Unlabeled Specimen:

- Specimen with no patient identifiers (i.e. patient name, patient medical record number) / specimen that has not been labeled.

Mislabeled Specimen:

- Specimen that has not been labeled with two patient identifiers.
- Specimen labeled with a patient name and/or medical record number that differ from those on the accompanying laboratory request form.
- Specimen labeled with a wrong name and/or medical record number / date of birth.

PROCEDURE

1. Notify supervisor of mislabeled / unlabeled specimen immediately.
2. Supervisor is to ensure that the procedure for relabeling specimens outlined in UWMC APOP Policy 65-4 / HMC APOP 65.1 (depending on originating institution) is followed for specimens deemed as impossible for repeat collection.

REFERENCE

- UWMC APOP Policy 65-4: Labeling Requirements for Laboratory Specimens and Handling of Mislabeled Specimens
<https://uwmc.uwmedicine.org/sites/PoliciesProcedures/apop/Pages/65-4.aspx>
- HMC APOP 65.1: Laboratory Specimens, Mislabeling

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