

# Specimen Acceptability and Order Receipt



Revision Effective 05/01/2017

# Change to Policy

- The date of draw does not need to include the year. If the year is included but discrepant, the specimen should NOT BE discarded
- Time of draw:
  - Required on the specimen
  - NOT required on the requisition

# Specimen Labels Must Include

**SPECIMENS** must be labeled with the following:

- Patient's first and last name as it appears on the armband and in Sunquest
- Patient's Medical Record Number (MRN)
- Date and time of collection - **The year is not required. Samples will not be rejected if the year is discrepant.**
- Phlebotomist and verifier's signature - Nursing policy at UWMC and SCCA require the signature of the a second licensed clinician who is verifying identification of the patient and specimen labeling in addition to the signature of the phlebotomist (see UWMC APOP Policies 65-3 and 65-4)
- Indelible ink

# Requisitions Must Include

**REQUISITIONS** must include the following:

- Patient's first and last name as it appears on the armband and in Sunquest
- Patient's Medical Record Number (MRN)
- Phlebotomist and verifier's signature - Nursing policy at UWMC and SCCA require the signature of the a second licensed clinician who is verifying identification of the patient and specimen labeling in addition to the signature of the phlebotomist (see UWMC APOP Policies 65-3 and 65-4)
- Date of collection – Requisitions prints with the date on the form. **The phlebotomist or verifier does not need to write the date on the form and the time of collection is not required.**

# Additions and Clarifications

- Critical note added:
  - Specimen may not be relabeled, information corrected or sample returned to the nursing unit. If a sample can not be recollected, contact the TSL MD on-call for written approval to accept and perform testing.
  - Specimen must be labeled with indelible ink

# Additions and Clarifications

- List of what constitutes a mislabeled specimen has been expanded to include general specimen labeling requirements:
  - Specimens that are not labeled
  - Specimens that are not labeled with two identifiers
  - Specimens labeled with a patient name or medical record number different from that on the accompanying requisition
  - Specimens drawn or removed from the correct patient but labeled with the wrong patient identification (patient hospital number, full patient name or date of birth)
  - Specimens labeled with more than one label and conflicting patient identification
  - Specimens with labels and requisitions that match but have been drawn or removed from a different patient (wrong blood in tube)
  - Specimens labeled with appropriate identifiers but accompanied by requisitions with patient identifiers from two or more patients, even if one set of identifiers on the requisition matches the identifiers on the specimen

# Frequent issues seen with Specimen Acceptability and Order Receipt

- Using a BBHOLD specimen for a TSCR order:
  - It is **critical** that the original specimen collection date and time is entered in SQ when converting the specimen to a TSCR, TXM or any other test order
    - Failure to do so leads to the patient being transfused with product based on testing that is no longer valid
      - This is unsafe for the patient and an FDA reportable error
- The requisition must be time stamped upon receipt
  - The SOP clearly says to do so when receiving a specimen/order and when receiving non-interfaced platelets, cryoprecipitate, or plasma orders
  - This is necessary for creating a time line of what happened to the order in the event of a patient safety investigation

# Frequent issues seen with Specimen Acceptability and Order Receipt continued

- Initial the CID# label when applying it to the specimen
  - This step shows that verification of the information was performed
- Specimen rejection
  - Notify the patient's nurse and document the following on the order request:
    - Name person notified
    - Summary of the conversation
    - Date & Time of notification
    - Tech ID