

COL.JA.010.r00

**JOB AIDE**

**Bagging of Specimens and Labeling of Paperwork**

**Bagging of Specimens**

There is an order of priority when it comes to bagging specimens.

1. Bag only ONE patient in each bag. DO NOT bag more than ONE patient per bag.
2. Bag Frozen specimens, Room Temperature specimens and Refrigerated specimens in separate bags for each patient.
3. Mark the outside of the specimen bags with a sharpie to indicate the temperature that the specimens must stay at during transport.
4. DO NOT place COPIA patient labels on any of the bio bags. This creates waste in the process for processing.
5. DO place a MedSpeed label on the outside of the specimen bag.

When bagging a patient's samples, keep in mind that all samples for a given patient can be bagged together IF they are can be stored at the same temperature, for example, you can bag a patient's urine with their blood work but you should NOT bag a patient's Urine culture with their frozen poured over plasma or serum for testing.

Conversely, if you have ONE patient who has testing that is split between 2 temperatures, ie, RBC Folate.....(requires one room temp and one frozen) you would NOT want to bag those together.

Once specimens are frozen that should not be frozen they become a TNP, same if they thaw and should be frozen. Then a recollect.

Remember....temperature requirements are KING! Keep the end in mind and if you are bagging one patient in multiple bags when they could be bagged together you are creating a risk that a test or specimen will be missed.

Bag smart!

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Reviewed and approved by: Wendy Dalton 3/6/2023