

Specimen Labeling Requirements

All specimens (including but not limited to blood, urine, other body fluids, smears and tissue) submitted to the SLCH Laboratories for analysis must follow the collection process for identification of the patient and be properly labeled.

Specimens are considered properly collected according to the following criteria:

- Specimens are labeled at the point of collection. This **must** be done by the person obtaining the specimen.
- The unique identifiers obtained from the patient or the patient's arm band must match those on the requisition and the specimen label (See Patient Identification Policy).

Specimens are considered properly labeled according to the following criteria:

- Specimens are labeled with the patient's first and last name and another unique patient identifier, i.e....
 - Medical record number
 - Date of birth
 - Social security number
 - Financial number
- Specimens for trauma patients may be labeled with an alpha numeric identifier and do not require a second unique identifier. Patient identification for trauma patients shall remain unchanged for the first 24 hours of the patient's admission.
- Blood Bank specimens require the above information as well as date of collection, and initials or signature of the individual drawing the specimen. **Patient's requiring a red blood cell transfusion shall have a current specimen from the current admission and a second confirmatory ABO/Rh type. The second confirmatory ABO/Rh type can be from either a past or current admission but must be collected independently from the current specimen.** Specimens with trauma number designations may only be used for compatibility testing for 24 hours provided the requests for transfusion use the Trauma Number. After 24 hours, a new specimen shall be collected for compatibility testing upon updating the patient's demographics.
- Specimens will be considered unlabeled or mislabeled and not acceptable for analysis if any label requirements are missing, illegible, or inaccurate.
- Each separate tube or container collected must have its own label affixed to the specimen (one label around two tubes is not acceptable).

After correctly identify the patient with the above unique identifiers, staff collecting the specimen may use the small labels generated by the Cerner Laboratory Information System for labeling **non** Blood Bank Specimens.

IMPROPERLY LABELED SPECIMENS SUBMITTED FOR ANALYSIS:

Specimens will be considered unlabeled or mislabeled and not acceptable for analysis if:

- There is no label on the specimen.
- The patient's name and/ or unique identifier (Medical record number, financial number, Date of Birth, social security number) is missing from the specimen container.
- The unique identifiers on the labeled specimen do not match the unique identifier of the labels in the biohazard specimen bag.

Blood and Urine Specimens

A nurse, physician, PA or APN from the submitting location will be notified that a specimen was received improperly labeled and the specimen must be recollected. Unlabeled/ mislabeled specimens, whether inpatient or outpatient, may not be labeled after receipt in the laboratory, if the submitting location is not agreeable to recollect the specimen, then the patient's **physician** must call the Laboratory Medical Director on call (pager 790-0312). Under unusual circumstances, the Laboratory Medical Director may then allow testing of the specimen.

Other Body Fluids or Specimen Types

Any other body fluids (i.e. CSF, synovial, pleural,) or any other specimen type (BAL bronchoalveolar lavage, bone marrow, surgical specimen), received without proper labeling will not be accepted for testing. Due to the invasive nature of the collection of these specimen types, Central Receiving will contact the Laboratory Medical Director on call (pager 790-0312) to notify the ordering physician that the specimen submitted for analysis was improperly labeled. Under unusual circumstances, the Laboratory Medical Director may then allow testing of the specimen.

Blood Bank Specimens

Improperly labeled blood specimens received by the Transfusion Service for blood typing, type and screen, and/or compatibility testing will not be accepted. The Transfusion Service will notify the submitting location that the specimen must be recollected. Please see the criteria listed under properly labeled specimens. Specimens lacking initials and/or date of collection will be rejected and must be redrawn.

Pathology Specimens

Improperly labeled tissue specimens received in formalin, Michel=s fixative or Bourn=s fixative will be held until a physician properly verifies that patient=s identification, in person, in the Surgical Pathology Laboratory. The final pathology report will indicate that the specimen was initially received with improper identification and the name of the physician who verified the identification before processing and examination.

Specimen Collection and Preparation

The quality of results from laboratory testing depends greatly on the proper collection and handling of the specimen submitted for analysis.

Correct patient identifier, preparation, specimen collection, specimen packaging and transportation are essential factors. It is important that all specimens and request slips be properly labeled with the name of the patient, date of birth, collection date, time, and the origin (source or body site) of the specimen, when applicable.

If there is any doubt or question regarding the type of specimen that should be collected, it is imperative that St. Louis Children’s Hospital Laboratory be called to clarify the order and specimen requirements.

Specific specimen requirements for each determination, including specimen volume are provided in the Alphabetical Test Listings section.

To avoid additional delay and inconvenience, please make sure that you have submitted at least the quantity specified for the test requested.

Phlebotomy Collection

House Rounds

Monday – Friday: 0530, 0830, 1030, 1230, 1430, 1700, and 2000.

Saturday and Sunday: 0530, 0830, 1030, and 1230. Blood may be collected by venous or capillary method.

NICU Service

Routine rounds for the NICU are on the hour starting after morning rounds approximately 0900. The last round Monday – Friday is 2000.

Saturday, Sunday and Holidays there are no Phlebotomy services after 1400.

NO Phlebotomy Services provided on all midnight shifts (2230-0400)

Routine Draw

This priority is given to all routine tests, which can be drawn on routine phlebotomy rounds. When ordering tests in Care Manager, choose the prompts “lab”, “routine” to have tests ordered with this priority. All of these tests will be assigned to a phlebotomy collection list. The system will automatically assign the test(s) to the next appropriate collection list. Collection lists print 10 minutes prior to round times. This 10-minute period is referred to as the “CUT OFF TIME”. During this time, any orders that are placed will not appear on the collection list for that set of rounds.

Example: It is 10:20 a.m. and you order routine tests. The next round time is 10:30 a.m. These tests will not appear in phlebotomy until the 12:30 p.m. collection list is generated, this is due to the tests being ordered during the “CUT OFF TIME”.

Stat Draw

This priority will indicate to the lab that the test must be drawn STAT and resulted immediately. These orders will print immediately in the phlebotomy department and will be performed and reported STAT.

When an order is placed with a priority of STAT, please page the phlebotomist assigned to your floor.

Floor	Pager
In House Phlebotomy	424-8940
Neonate	424-9095
Barnes-Jewish	790-0684

Timed Draw

These are defined as blood work that must be drawn at a **specified time**. (These tests must be given the priority of TIME lab collect so they will print immediately in the phlebotomy department and not appear on the collection list.) The specific draw time must also be entered for these tests.

NOTE: Peak drug levels must be ordered as unit collect.

Urine Collection

24-Hour and Timed Urine Collections: St. Louis Children's Hospital provides 24-hour urine collection containers.

Use the following procedure for the correct specimen collection and preparation.

- Warn the patient of the presence of potentially hazardous preservatives in the collection container.
- Instruct the patient to discard the **first-morning** specimen and to record the time of voiding.
- The patient should collect all subsequent voided urine for the remainder of the day and night.
- Collect the **first-morning** specimen on day two at the same time as noted on day one.
- Please mix well before aliquoting and provide the total volume of the 24-hour urine collection.

See special instruction section "Urine Preservatives" for multiple collections.

Random Collections: For routine analysis and microscopic evaluation, have the patient void into a clean container. The specimen should be capped, labeled, and refrigerated until courier pickup time. A clean-catch or midstream specimen is preferred. The patient should first void a small amount of urine which is discarded. Some of the urine should then be collected in a clean container before voiding is completed.

If delays are anticipated in sending the specimen to the laboratory, a portion of the specimen should be aliquoted into a grey urine culture transport tube (boric acid) should any culture work also be desired or indicated.

Health and Safety Precautions

All specimens should be handled as if they were infectious. The greatest dangers to health care workers exposed to blood and body fluids are the Human Immunodeficiency Virus (HIV) and Hepatitis viruses. St. Louis Children's Hospital has an extensive safety policy, which adheres to the Occupational Safety and Health Administration (OSHA) Standard on Bloodborne Pathogens. All specimens are handled as if they are infectious.

All specimens should be properly sealed prior to being transported. Leaking containers pose a health hazard. Do not submit needles attached to syringes . Safety regulations specify that only specimens in proper containers are submitted to be transported to the testing laboratory. All specimens should be placed in a specimen bag when transported to the laboratory.

Storing and Transporting of Specimens

Specific instructions for storage and shipment of specimens for individual test are listed in the Alphabetical Test Listing.

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