

GET IT STRAIGHT TO REDUCE THE WAIT! PROPERLY LABELING PATHOLOGY/CYTOLGY OR STERILE CONTAINER SPECIMENS

ACCEPTABLE LABELING

The following label placement is **ALWAYS** acceptable:



Properly Labeled



Properly Labeled Case

A specimen label is placed completely on the container, **not** on the lid or on the bottom.

Multiple labels may be placed on a specimen container, however, **avoid** excessive overlapping of labels.

Ensure that any patient identifiers, codes, specimen and test information, or barcodes on the labels are **not** covered up.

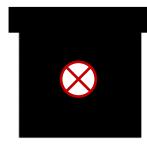
Any extra labels that cannot be applied to the container for the same specimen should go with the specimen in the biohazard bag. Case labels may be placed over Epic labels if they are linked to the same test.

UNACCEPTABLE LABELING

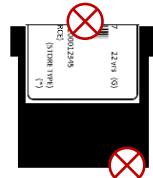
The following label placements are **NEVER** acceptable:



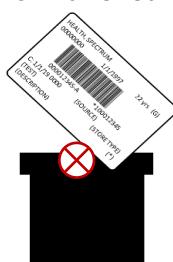
Wrinkled,
Scrunched
or Bunched



Unlabeled or
No label



On the lid
or bottom



Barely on



Misaligned printer
cuts off info

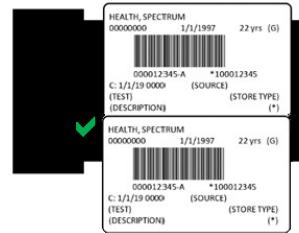


Overlapping or labels
stuck to each other

OTHER RULES AND EXCEPTIONS

Thin Prep Vial (PAP, CT, GC, Trich, HPV): Both Epic and case labels must be placed vertically on the specimen for the analyzer to read them.

1. Epic labels must be placed on the specimen so that the patient's name is towards the top of the specimen.
2. Case labels must be placed on the specimen so that the Data Matrix is at the bottom of the specimen.
3. If sending Thin Prep Vial for both PAP and Alinity testing, 2-3 label placement is acceptable, however avoid excessive overlapping of labels. Extra labels may be placed in the specimen bag.



Alinity Multicollect Tube (STI – urine or swab): Do NOT cover the window on the tube with the Epic label, the window is needed to run the test on the analyzer.



SAFETY PAUSE!

Every specimen sent to the lab must be properly labeled. Ensure that each label includes at least **2 patient identifiers:** full legal name and date of birth.

NOTE: All Pathology media should follow these guidelines. Anything from small biopsy containers to tissue pathology tubs.

For more collection and specimen handling instructions, visit: corewellhealth.org/abcatalog

Direct label printer questions to Digital Services or your IT support.

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GET IT STRAIGHT TO REDUCE THE WAIT! PROPERLY LABELING MICRO OR SWAB SPECIMENS

ACCEPTABLE LABELING

The following label placement is **ALWAYS** acceptable:



Properly Labeled

One label per specimen*. Any extra labels that cannot be applied to the container or tube for the same specimen should accompany the specimen in the biohazard bag.

UNACCEPTABLE LABELING

The following label placements are **NEVER** acceptable:



OTHER RULES & EXCEPTIONS

***East:** Do not place multiple labels on one tube. Indicate a shared sample by marking the top of the specimen with a black sharpie (color in the ring) then rubber band the extra label to the specimen tube or place extra labels in the bag with the specimen.

***Shared specimen, long tube (South and West):** If tube is long enough (i.e. some swab tubes) labels may be staggered. Ensure the following steps are taken:

- Keep barcodes flat against the tube
- Do not place on lid or past the bottom of the tube
- Information must be visible on both labels!



Blood Culture – FA⁺, FN⁺, and PF⁺ Bottles: Do NOT completely cover the bottle barcode, the lot number or QR codes with a label, these barcodes are needed to load onto the analyzer.



***Shared specimen, short tube (swabs) (South and West):** Short swab tube (i.e. ESwab) labels may be positioned so that they are “flagged” meaning each label will have a part of the label “waving” off of the tube. Ensure the following steps are taken:

- Keep barcodes flat against the tube
- Fold the top portion, just above the barcode, so the adhesive sticks to itself. Place on the tube as usual.
- Repeat the same process with the second label.
- Labels should not overlap in any way.
- Information must be visible on both labels!



Alinity Multicollect Tube (STI – urine or swab): Do NOT cover the window on the tube with the Epic label, the window is needed to run the test on the analyzer.



SAFETY PAUSE!

Every specimen sent to the lab must be properly labeled. Ensure that each label includes at least **2 patient identifiers:** full legal name and date of birth.

GET IT STRAIGHT TO REDUCE THE WAIT! PROPERLY LABELING BLOOD OR URINE TUBES

ACCEPTABLE LABELING

The following label placement is **ALWAYS** acceptable:



Above: Properly labeled tube, front and back. Note: tube color stripe

Below: Proper labeled tube with chart sticker and tube with handwriting



Only one label per vacutainer. Any extra labels that cannot be applied to the tube for the same specimen should accompany the specimen in the biohazard bag. Leave **colored edge** of the vacutainer label visible with a window to see blood level.

Ensure the label is applied smoothly and straight.

Inpatient phlebotomy: For extra tubes you must either reprint a label or attach a chart label to the specimen. See: *Epic Education Reprint Label Tip Sheet*

If unable to label with a printed label of any kind (i.e. Epic, chart, Atlas barcode, requisition crack and peel), make sure the following information is handwritten on the specimen for processing personnel (ball point pen only - no markers, please):

- Patient's Legal First and Last Name
- Patient's Date of Birth
- Collection Date and Time
- Source of Specimen (if applicable)

UNACCEPTABLE LABELING

The following label placements are **NEVER** acceptable:



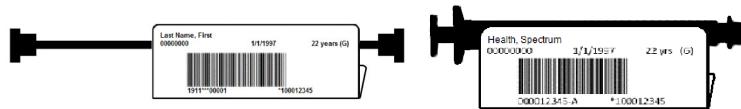
OTHER RULES AND EXCEPTIONS

Blood Bank specimens: Please review your region's specific guidelines and policies on labeling specimens for Blood Bank.

Microtainer: Affix a micro-extender. Apply so the barcode can be scanned. Do not cover the cap.

Syringes and capillary tubes:

- Always remove needle and cap syringes
- Be sure to cap both ends of capillary tubes
- Labels should be applied to show the blood level while still being able to scan the barcode
- Excess label may be folded over to ensure label sticks to tube and not other surfaces.



SAFETY PAUSE!

Every specimen sent to the lab must be properly labeled. Ensure that each label includes at least **2 patient identifiers**: full legal name and date of birth.

WHY PROPER LABELING MATTERS:

Patient Safety: Accurate labeling ensures that the correct results are linked to the correct patient.

Lab Efficiency: Properly labeled specimens are easier to process and analyze, leading to faster test results.

Compliance: The Joint Commission and CAP have rules for labeling specimens to keep patients safe and ensure quality care.