**Author: Betsy Morris Effective Date: 11/22/16**

**Policy:** All specimens received at Warde Medical Laboratory must be properly labeled. For proper identification two positive patient identifiers must be on the label as mandated by Federal Patient Safety Guidelines, and JCAHO. The sample labels must match the order transmitted to the LIS by the client, or in the case of manual orders must match the name on the manual requisition. Please refer to the Sample Labelling and Mislabeled Specimens procedure when there are questions regarding a mislabeled specimen.

**Background:** Warde Medical Laboratory receives specimens from clients labelled two ways. Manual orders are received with a client label only on the specimen. Interfaced orders should be labeled with a client label and a Warde Lab LIS label on the specimen. Labels must be placed on the specimen container (aliquot tube or urine cup for example). It is not acceptable to place labels on the container lid, the transport bag, foil wrapping used to protect the specimen from light, or the box used to transport the specimen.

**Procedure:**

1. Samples sent to Warde Medical Laboratory with manual orders should be labeled with a label from the client LIS system, or may be labeled by hand with patient name and at least one other positive identifier (medical record number, DOB, or patient account number.) The label should also include collection date and time. Information on the specimen label must match the information on the manual requisition.
2. Clients sending samples with interfaced orders to Warde Medical Laboratory should build a specimen transport list in their own LIS. After that list of orders is transmitted to Warde Lab, labels from the Warde Lab Soft LIS system will print on the Warde Lab label printer installed at the client site. Those labels should be affixed to the specimen aliquots (see #3) previous to courier pickup If you do not receive a label for a specific test you may call Warde Medical Laboratory Client Services for a label reprint. If Warde Lab did not receive the order, Warde IT will investigate whether it is a test build problem, or another issue with transmission.
3. Samples sent to Warde Medical Laboratory from interfaced clients should have Soft labels affixed to the sample at the client site. Samples should be aliquoted in screw-capped polypropylene tubes supplied by Warde Medical laboratory, 1 label/test per tube when possible. Samples with labels containing more than 1 test on the label may be placed in 1 aliquot tube. Multiple tests with multiple labels should each be placed in a separate aliquot tube (with the exception of allergen testing, all sample may be sent in 1 tube with labels accompanying the sample). When sending a “short” sample for multiple tests, all sample may be sent in 1 aliquot tube, and the labels for additional tests should be flagged on the aliquot tube, or rubber banded around the tube.
4. When placing a Soft label over a client label on a tube, the patient name on the client label must be visible.
5. When aliquotting and labelling is complete specimens should be placed in specimen racks or specimen bags at appropriate temperature for courier transport. Manual requisitions and/or specimen transport lists should be placed in a plastic bag for transport with the samples.