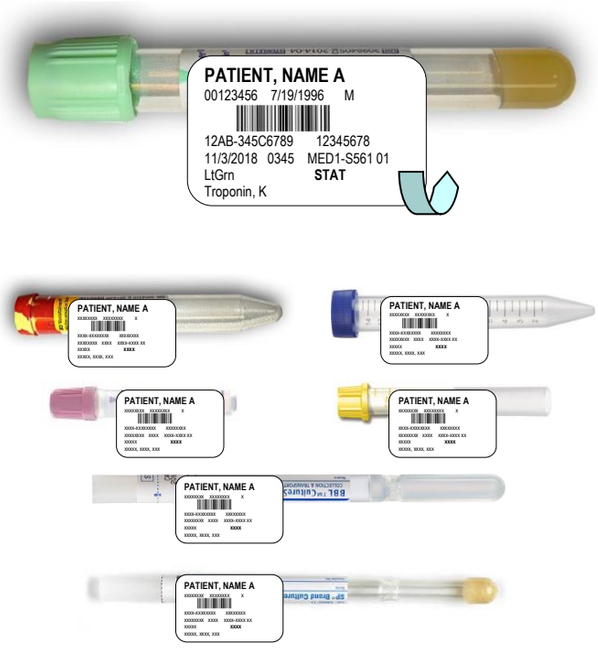
Specimen Labeling and Relabeling Guide

This document is designed as a visual guide for label placement and is not all-inclusive. Label content may vary by site. Please note that specimen containers are to be labeled *post*-collection unless being used as patient take-home containers. For other questions or clarifications, please consult your performing laboratory.

General Specimen Labeling with Electronic Health Record (EHR) Labels

Tubes, Swabs, etc.

- Orient horizontally with the cap on the left.
- Place patient label directly over manufacturer label to be read from left to right.



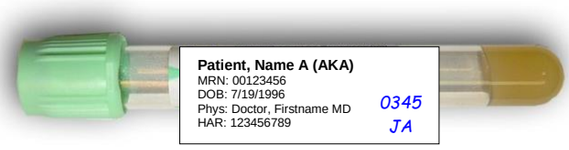
Other Specimen Containers

- Do not label on caps or lids.

Specimen Labeling without EHR Laboratory Labels

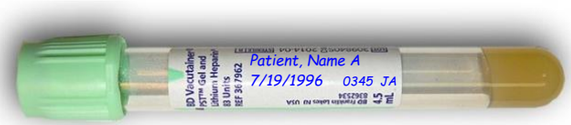
Patient Access (Chart) Labels

- Must have minimum 2 forms of acceptable identification.
- Also include time/initials if submitting directly to the laboratory. Consider date if relevant.



Handwritten

- Must have minimum 2 forms of acceptable identification.
- Also include time/initials if submitting directly to the laboratory. Consider date if relevant.
- Print legibly.



Inappropriate Labeling Resulting in Laboratory Complications

"Flagging"

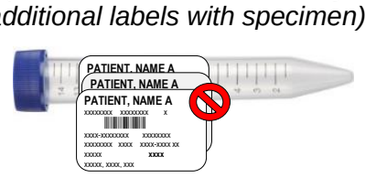
Covering Caps

Opposite Orientation

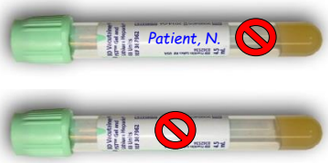
"Coiling"

Multiple EHR Labels

(Point of collection: send any additional labels with specimen)

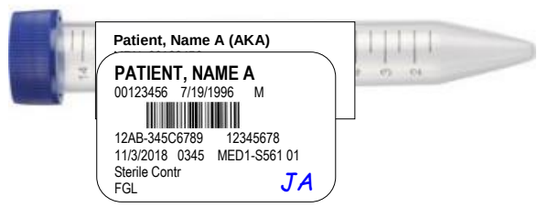


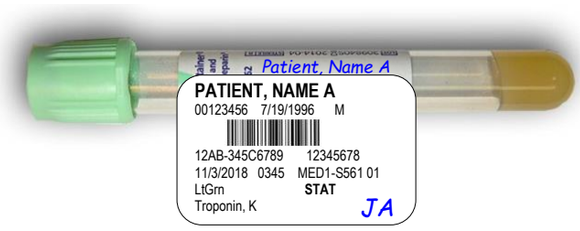
Incomplete Information or Unlabeled!!



Specimen Relabeling

- Match newly printed label to identification already on specimen.
- Place EHR laboratory label just below primary identifier(s) on existing label, maintaining visibility of prior identification.
- Initial EHR laboratory label as an indicator of responsibility for relabeling.





Additional EHR Labels *(Laboratory Use Only)*

- *Laboratory use only;* dependent upon workflow. Not acceptable at point of collection.
- Match newly printed EHR laboratory label to identification already on specimen.
- Place EHR laboratory label just below unique identifier(s) on existing label, maintaining visibility of prior identification.
- Initial EHR laboratory label as an indicator of responsibility for relabeling.