

| <b>SPECIMEN COLLECTION: Requisitions and Patient Identification</b> |                          |                           |
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Collection of the patient’s specimen is the first step of the analytical process. Proper patient identification, patient preparation, collection technique, and labeling technique are essential to the quality of the service offered in the laboratory. The laboratory staff should introduce themselves and be professional and courteous throughout their contact with the patient.

**Test Requisition:**

A test requisition is required for all laboratory testing. Verbal orders must be followed by written orders within thirty (30) days. The patient’s chart, encounter form, test records, or separate form may be used as the requisition. The requisition form used at this facility is attached. As part of certain treatment plans and patient contracts, the providers may routinely request laboratory evaluations. The schedules for these assessments are considered Standing Orders and part of the protocol for work-up of the patient. The Standing Orders are marked on the patient’s requisition form as the official testing order. Refer to Standing Orders when applicable. The results are entered in the patient's chart, and are reviewed by the provider as part of the patient’s visit.

The requisition and/or additional forms must contain the proper information in order to process the specimen.

- Patient's full name
- Additional unique identifier: (i.e. SS#, MR#, DOB)
- Patient's date of birth and gender
- Requesting physician's name or unique identifier
- Requested tests
- When required: Patient preparation, time and dosage of medication, etc.
- Source of specimen must be noted when requesting microbiology, cytology, fluid analysis, or other testing where analysis and reporting is site specific. PAP requisitions should include date of last period and history of past abnormal reports.
- Date and time of collection.
- Initials of the phlebotomist
- Date and time specimen received by the laboratory (Unless collected in the laboratory by laboratory staff)
- Reference laboratories require the following additional information:
  - Diagnosis codes
  - Billing information

All test requisitions are to be kept on file for at least two years.

Refer to attachment for an example of the requisition used by this facility.

## **Patient Identification:**

Prior to collection of any specimen, the identity of the patient must be verified. Patient identity may be verified by asking the patient to state their complete name, along with a second unique identifier such as date of birth or patient ID number. If the patient cannot communicate, proper identification may be obtained from a family member, guardian, nurse, or the provider. Picture ID may be requested from some patients.

Laboratory/nursing staff are to instruct the patient on proper urine collection for drug testing. Written instructions are also available.

Verify proper collection guidelines have been followed for the test requested. When collection guidelines have not been followed, the provider should be notified. The provider may decide to proceed with testing or recollection may be required.

Document all instructions received from the ordering provider. Specify the area of non-compliance. This notation should be documented on the test requisition and subsequently the test report.

### References:

-COLA Laboratory Accreditation Criteria, June 2007.

### NOTES: