

**Specimen Labeling Job Aid**  
Effective Date: April 11, 2011

This document is applicable at site(s):  
**All Sites - Edmonton Zone**

## Specimen Labeling Job Aid

Specimens **must** be labeled at the patient bedside immediately after collection.  
This will help prevent mislabeling of specimens with the wrong patient information.

### Perform the following checks to ensure specimen is properly labeled:

- 1 Unlabeled specimens should never be placed near any other specimens to avoid labeling errors.
- 2 All of the tubes drawn from your patient must be labeled with the following information:
  - ✓ Full First and Last Name
  - ✓ PHN/ULI or Medical Records Number (MRN) if PHN is unavailable.
  - ✓ Collection Date and Collection Time
  - ✓ Your Initials
- 3 Ensure information on tube matches the information on the requisition, and on the patient's identification bracelet exactly.
- 4 Apply the label horizontally along the tube as shown below.



- × **Do Not** wrap the label around the tube like a candy cane.
  - × **Do Not** put the label or part of the label on the tube top.
  - × **Do Not** make the label into a "flag".
- Doing any of these actions will result in a delay in processing the specimen.

If you have any questions call Client Response at 407-7484.