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.