

# JUVENILE COURT HEALTH SERVICES LABORATORY PROCEDURES

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| Subject:<br><b>SPECIMEN LABELING AND PROCESSING</b> | Original Issue Date: 7/1/11  | Policy #<br><b>B-004</b>   |
|   | Supersedes: 8/1/14   | Effective Date:<br>6/3/2021  |
| Departments Consulted:<br><br>Department of Nursing | Approved By:<br><br>(Signature on File)<br>Laboratory Supervisor<br><br>(Signature on File)<br>Laboratory Director | Approved by:<br><br>(Signature on File)<br>Health Services Administrator |

**PURPOSE**

To protect patients from the adverse consequences of errors due to improperly labeled specimens and to meet the regulatory requirements.

**PROCEDURE**

**Proper labeling**

- The laboratory shall enforce compliance with proper labeling of specimens and proper completion of the laboratory requisition.
- Any specimen is considered unlabeled if the container holding the specimen (test tubes, urine container, etc.) does not have 3 patient identifiers, which includes the patient's first and last name, date of birth, and PDJ number.
- The specimen container itself must be properly labeled and identified.
  - It is not acceptable if the label is only placed on the plastic bag or paper bag that is holding the specimen container. If the specimen itself is not directly labeled, it will be treated as unlabeled.
  - Labels for tubes should be placed lengthwise on the tube. It is especially important to label vacutainer tubes in the appropriate manner so that they can be placed directly into the analyzers, as appropriate, without additional handling.
  - Urine or stool containers should have label wrapped around container or cup portion, not placed on the lid.
  - The person who collects the specimen must write their initials and document the collection date/time on the specimen label.
- A specimen is mislabeled (mismatched) if it arrives in the laboratory without a matching name for that specimen on the transfer list. Mismatches will be treated like unlabeled specimens.
- For any unlabeled or mislabeled specimen:
  - The laboratory staff will call the provider where the specimen originated and will inform the provider that a new specimen must be obtained.
  - The laboratory staff who identifies the error will submit a Safety Intelligence report about the incident.

**Collection and processing of test orders**

- At each facility, the lab collection list for the day should be printed and a copy should be given to the Probation movement officer to arrange for the youths on the list to be brought for early morning blood draw.

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**B-004****SPECIMEN LABELING AND PROCESSING**

- All labels for test orders should be printed before specimen collection.
- All collected samples will be checked for appropriate labeling.
- If a requested order is not built into the system, the test name may be handwritten on the requisition form.
- All collected samples must be sent to the Central Juvenile Hall laboratory for processing and transfer to the appropriate reference laboratories.
- All collected samples that are appropriately labeled and requisitioned will be logged by accession and electronically transferred to the appropriate reference laboratories.
- Laboratory staff will check the collection list to determine if any scheduled orders are missing.
  - Any missed collections should be checked to see if the patient is still at the same facility where the order was submitted. If the collection was missed because the youth moved to another facility, the order should be cancelled and re-ordered for the present location of the minor.

**Manual requisition forms:**

- Those laboratory tests which cannot be ordered in PEMRS will need a requisition form to be manually completed and sent to the reference lab.
- Complete the appropriate laboratory form (e.g., Quest, Public Health Lab) with the corresponding test name and laboratory test code.
- Providers may contact the Central Juvenile Hall Laboratory for the test code information.
- Completed requisition forms are provided to the phlebotomist for collection.

**Information required on requisition form:**

- Patient's first and last name
- Patient's date of birth
- Patient's PDJ number
- Patient's gender
- Clinic or facility of origin
- Date of request
- Date and time of specimen collection
- Ordering physician's name and respective facility phone number
- Specimen type
- Test(s) ordered

**REVISION DATES**

November 2, 2012; August 1, 2014; June 3, 2021