

**VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
POLICY & PROCEDURE**

**NUMBER: 249
VERSION: 1**

SUBJECT/TITLE: SPECIMEN LABELING

POLICY: Health care providers will properly label specimens according to licensing and accrediting agency requirements.

PURPOSE: To prevent errors by ensuring the correct identification of specimens.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: All specimens will be labeled with a computer generated barcode label that includes the patient’s name and medical record number. The date and time of collection and the initials of the collector must be handwritten on the label.

When a computer generated barcode label is not available, the specimen must be labeled with a patient information sticker, an addressograph, or by handwriting.

The label must be placed on the specimen in the presence of the patient.

References: The Joint Commission National Patient Safety Goal #1A Olive View-UCLA Medical Center Department of Pathology Specimen Collection Manual	
Approved by: VEC-2007Nov	Date: 06/05/2008
Review Date: 08/22/2015	Revision Date:
Distribution: Olive View Hospital-Wide Policies	
Original Date: 2/08	