

Pathology Specimen and Request Form Identification Criteria

Requirement	Action by Laboratory if Requirement Not Met
<p>Samples MUST be labelled with the following unique identifiers:</p> <ul style="list-style-type: none"> • Full name or clinic identification code • Date of birth • Unique Identification Number eg NHS, Hospital, A&E, Private Hospital, Hospice • Specimen Type – Cellular Pathology <p>Labels must be placed on specimens in such a way that all information is visible, and will not interfere with the processing on Pathology analysers.</p> <p>MCHFT Blood transfusion samples must be handwritten with the above patient information.</p> <p>ECHT Blood transfusion samples must be handwritten or Blood Hound labels can be used.</p>	<p>Failure to complete sufficient information for patient identification will result in specimen rejection.</p> <p>There may be rare and specialised cases, including samples for cellular pathology, where the risk to the patient of rejection outweighs the risk of acceptance, these will be discussed with requesting clinicians on a case by case basis on the understanding that full responsibility of patient identification is taken by the requesting clinician.</p> <p>Pathology will accept no responsibility for samples tested which initially failed to meet the acceptance criteria and will issue a disclaimer on such reports.</p>
<p>Multiple samples taken at different times on a patient MUST be labelled on the sample container with the time (24 hr clock) when the specimen is taken. The request form should be labelled accordingly.</p>	
<p>Request Forms</p> <p>Unique patient information on the sample MUST match those on the request form.</p> <p>Bloodhound labels can be used on request forms at ECHT</p> <p>Request forms MUST contain:</p> <ul style="list-style-type: none"> • Full Name or clinic identification code • Unique Identification Number eg NHS, Hospital, A&E, Private Hospital, Hospice • Date of birth • Gender • Patient's location and destination for report • Tests required • Name of Clinician for Cellular Pathology requests • Relevant clinical information - Cellular Pathology requests • Anatomical site and type of specimen – essential for Cellular Pathology 	<p>Failure to complete sufficient information for patient identification will result in specimen rejection.</p> <p>Insufficient information on request forms will result in Phlebotomists not collecting samples.</p> <p style="text-align: center;">PATHOLOGY STAFF ARE UNABLE TO ADD INFORMATION TO REQUEST FORMS</p> <p>Lack of information may result in the laboratory not conducting analysis. It may not be possible to issue a report or to interpret results.</p>

Requirement	Action by Laboratory if Requirement Not Met
<p>Request forms SHOULD contain:</p> <ul style="list-style-type: none"> • Date and time of sample collection • Signature of requestor on manual request forms • Name of Consultant or GP • The identity of the person collecting the primary blood sample • Relevant clinical information –to assist interpretation of results • Time of last dose and dosage information for drug/antibiotic assays • Specimen Type <p>Computerised forms for Group and Antibody Screen requests will be accepted.</p> <p>Requests for Blood Products must be handwritten.</p> <p>Clinicians should make requests via the Anglia ICE electronic requesting system. Where this is not available, manually completed paper request forms should be used</p>	

For more information please refer to the Pathology Handbook located on the Intranet and Internet and the Blood Transfusion Policies for MCHFT and ECHT