

 <p>Putting Patients First <i>better health • better care • better value • better teams</i></p>	<p>Name of Activity: Placement of Barcode Labels on Collection Tubes – Standard Work</p> <p>Role performing Activity: All staff who collect laboratory specimens</p>	
<h1>STANDARD WORK</h1>	<p>Location: All wards and labs performing phlebotomy with Laboratory barcode labels (generated from LIS)</p>	<p>Department: Pathology and Laboratory Medicine</p>
	<p>Document Owner: Diane Haugrud</p>	<p>Region/Organization where this Standard Work originated: former Saskatoon Health Region</p>

Standard Work Summary: This document provides direction on placing the STARRED labels on the tubes.

Essential Tasks:	
1.	<p>Must be placed vertically, never flagged or swirled</p> <ul style="list-style-type: none"> • Lab analyzer can only read labels perfectly vertical and at proper height of tubes • Bottom of barcode label must never extend past the bottom of product label • Improper labeling leads to delayed turnaround times or missed testing
2.	<p>4 digit lab accession must be towards top of tube and colored indicator on product label must be kept visible</p> <ul style="list-style-type: none"> • Colored strip indicates additive/anticoagulant in tube <ul style="list-style-type: none"> ○ Small tubes – 4 digit directly beneath lid on tube and show colored indicator ○ Larger tubes – show colored triangle and colored indicator on product label with 4 digit towards the top of tube • Allows window to be visible to view contents and interpret specimen quality <ul style="list-style-type: none"> ○ Adequate specimen ○ Hemolysis or lipemia
3.	<p>See page 2 for examples of appropriate specimen labeling.</p>

Applies to former Saskatoon Health Region area



Labelling Patient Specimens for the Laboratory

Specimen Tubes

- Vertical Placement on tube
- Attach label from the top down
- Tube color indicator visible
- Specimen window visible
- Bottom of patient label must not extend past tube manufacture label

2 Identifiers required:
PHN #
Name (Last, First)
DOB if no PHN# is available



Culture Bottles

- Vertical Placement on bottle
- Attach label from the top down
- Do not cover the bottle barcode



Pink Lid Containers Urine Dipslides Urinalysis Tubes Swabs

- Vertical placement
- Attach label from the top down



Specimen identification starts at the site of collection for our patients. To ensure our patient's **specimen** identification is a priority for quality labelling shall be preformed at the bedside.

Healthiest people ~ Healthiest communities ~ Exceptional Service

