LABORATORY COLLECTION MANUAL	**ORDER ENTRY LABELS/FORMS**
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The following information is included on the **LARGE PATIENT DEMOGRAPHIC** label that the laboratory receives through the Order Entry System.

- Name of the patient.
- Date of Birth
- Sex of patient
- Social Security Number
- Patient identification (billing) number.
- Patient Medical Record number.
- Room number.
- Name of Primary Physician.
- Date and Time to collect.
- Unique accession number for test (Barcode number)
- Tests ordered.
- Collection Priority.
- Nursing Comments about any special information or instructions, if appropriate.

The labels that affix to the tube or that will be used on micro plates will have the following information

- Name of the patient.
- Date of Birth
- Unique Specimen / accession number (Barcode Number)
- Patient identification (billing) number
- Test ordered

All Labeling of blood tubes or any other patient specimen must be done at the bedside, or in the presence of the patient, after proper identification of the patient is performed using the 2-patient identification process. If a computer generated label is not available, the tube must be labeled with at the very least the first and last name, Date of Birth, time and date, and tests ordered. The room number or location CANNOT be used to identify the patient. All lab staff drawing blood specimens write the date and time of the collection on the specimen as well as their initials.

By reviewing orders in the Order/Entry module, the name of the ordering physician can also be found.

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APPROVED BY: Martin F. Belli, M.D. DATE: 5-96

REVISED BY: Kay Shaw, MT(ASCP)SBB DATE: 4-98, 4-99, 8-2000, 5-2002, 6-2004, 2-2006 3-2008, 6-2008

APPROVED BY: Martin F. Belli, M.D. DATE: 4-98, 4-99, 8-2000, 5-2002, 6-2004, 2-2006 3-2008, 6-2008

See original policy in the Laboratory for all documented annual reviews.