



To: Nursing Staff

From: Bobby Miller, Vice President, Clinical Operations

Date: March 19, 2025

Subject: Proper Labeling of Specimens & 48-Hour Compliance Requirement

To ensure the accuracy and efficiency of laboratory testing, all specimens must be properly labeled before submission. Any unlabeled or mislabeled specimens must be corrected within 48 hours of collection; otherwise, the sample will be rejected, and a new collection will be required.

Key Labeling Requirements:

- ✓ Patient Identification – Full name and date of birth must match the requisition form.
- ✓ Date & Time of Collection – Both must be clearly recorded on the specimen container and requisition
- ✓ Legible Handwriting – Avoid errors due to misinterpretation.

AHA's Notification Process for Labeling Issues:

If a specimen is received with incorrect or missing labeling, the following notification will be sent to the responsible staff via the laboratory information system:

**Problem: Specimen Labeling Issue. No collection time/ date on sample. This is a notification that a sample has been identified with a labeling issue. To prevent rejection of the sample, please provide the necessary corrections within 48 hours from the collection time.**

As we enter Q2 of 2025, this is also a good time to send a reminder to always check your container prior to collection to ensure that it is not expired. If you are in need of supplies, please fill out the supply form provided in your logbook or reach out to your local account representative for assistance.

Thank you for your partnership. We look forward to continuing to provide excellent laboratory service to your patients.

Sincerely,

*Bobby Miller*

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