

## **Specimen Labeling and Patient Identification**

**All specimens are to be labeled at the time of collection with at least two patient identifiers.**

**If the label is hand-written, writing must be legible.**

- Patient's First and Last Name
- Date of Birth
- Date & Time of Collection
- Initials of Collector

## **Test Requisition**

**The requisition, at a minimum should contain the following information.**

**If the requisition is hand written, writing must be legible.**

- Patient first and last name
- Patient gender (M/F)
- Patient date of birth
- Medical record number (MRN)  
(if new patient without MRN, provide copy of Driver's license and insurance card and patient's contact phone number if available)
- Diagnosis
- Test(s) requested
- Date and time of specimen collection
- Initials of collector
- Source and type of specimen, when appropriate
- Name, address, & signature of physician ordering the test

**Check that all required elements are present and accurate.**

**Match up specimens to test requisition information prior to packaging for transportation.**