

COVID-19 PCR & FLU AB PCR Shared Specimen Labeling Guide

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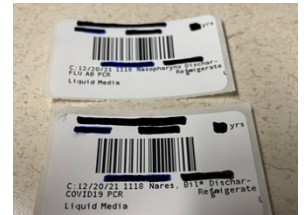
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To provide efficient and safe testing for patient specimens, please review the following information when sending COVID-19 PCR and Influenza A/B PCR testing in the same encounter to Spectrum Health Laboratories.

Two labels will be available for this testing. Labels must be fixed so that

- The test and patient information are shown
- The barcode may be easily scanned by Lab staff or instruments

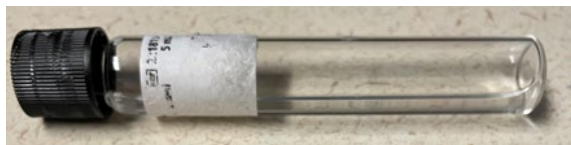
When this is not done correctly, Laboratory staff removes the labels and re-fixes or re-prints it, which obstructs workflow, causes delays, and could result in patient information being peeled off. With patient safety and efficient testing being two of the Lab's top priorities, it is vital that specimens arrive in such a way as to best accomplish both.



NOTE: Patient and specimen ID information has been crossed out on the EPIC labels in this document due to HIPAA.

Labeling a Longer Tube

1. **Verify each label's information is correct.**
2. Fix the first label to the long tube with its left side closest to the cap end and right side towards the tube's bottom end.
 - a. This will keep the barcode "flat" so it may be scanned
3. Stagger or overlap the second label's left side ensuring that
 - a. The second label's right side doesn't extend past the bottom end of the tube
 - b. The patient MRN, test name, accession #, and full barcode are visible **on each label.**



Ex. Longer Tube Before Label Placement



First Label Placement – Closest to cap



Second Label Placement – Staggered, small overlap

Labeling a Shorter Tube

1. **Verify each label's information is correct.**
2. Crease the first label just above the barcode and fold the top portion back so the adhesive sticks to itself.
3. Then fix the label to the tube (close to the center) with its left side toward the cap end and its right side toward the bottom end)
 - a. This will keep the barcode "flat" so it may be scanned.
4. Repeat the same process with the second label. Fix it to the tube so that the two labels are not overlapping in any way. The result will be what is called "flagged" labels, meaning each will have a portion "waving" off from the tube.
 - a. This allows both to be fixed properly to the same tube so that all information is visible. Including each full barcode for easy scanning.
 - b. Do not let the label extend past the bottom end of the tube
 - c. Ensure the patient MRN, test name, accession #, and full barcode are visible **on each label**.



Ex. Shorter Tube Before Label Placement



First Label Placement with Folded Top Portion



Second Label Placement with both flags waving off from the tube. No overlapping.

