

**for staff**

## **Sample and request form labelling in Blood Sciences and Microbiology**

All clinical requestors using ESNEFT biochemistry, haematology, immunology and microbiology services must use electronic ordering to place orders for Blood Sciences and Microbiology tests.

Electronic requesting helps to reduce harm and improves patient safety, particularly around blood results.

We have a robust sampling and labelling policy in place to make sure all aspects of sample collection are carried out correctly.

This is what you need to do to get your sample tested – it may be rejected if you don't include these details.

### **Samples must contain four patient identifiers:**

- surname
- forename (abbreviated names are not acceptable)
- date of birth
- NHS number or hospital number
- date and time of sample must also be added to specimen.



**DO**



**DON'TS**



**All details must be correct or requests may be rejected.**

### **Request forms**

For non-electronic requests, a request form must accompany each sample. If manual forms are used, during IT downtime for example, request forms must contain the following information:

- the patient's location and name of the requesting colleague
- patient's forename (abbreviated names are not acceptable)
- patient's surname
- hospital number and / or NHS number and / or Suffolk Nuffield (SNH Prefix), Oaks number
- date of birth
- investigations required
- date and time sample was taken.

**Details on the sample and request form must match.**

The sooner we receive the correct sample, the sooner a patient can be treated.

**Please help us to get it right first time.**

