

## Specimen Labeling and Requisition Requirements

Clinical Labs of Hawaii (CLH) and Pan Pacific Pathologists (PPP) are required by The Joint Commission (TJC) and the College of American Pathologists (CAP) to only accept specimens that meet the following requirements:

Patient information on the requisition (or lab order) and specimen container **MUST MATCH EXACTLY** and both items must have a minimum of two patient identifiers such as:

- **Patient Name (first and last as it appears on their government issued ID)**
- **Date of Birth**

Please help us to ensure patient safety and comply with all regulatory agency standards by providing accurate and complete information. Any discrepancies with information will result in delays and a possible cancellation of testing.\*\*

Mandatory Information on Specimen Label:	Mandatory Information on Requisition/Lab Order:
	Patient name (first and last) as it appears on the requisition/lab order
	Date of birth (must match the requisition/lab order)
	Date of collection (necessary to determine stability)
	Source (required for all pathology specimens and if submitting multiple specimens from various sources)
	Patient gender
	Patient address and phone number
	Test(s) ordered
	Ordering provider name (first and last)
	Ordering provider address and phone number (necessary if the provider has multiple locations, to avoid HIPAA violations)
	Diagnosis ICD-10 code (relevant to the type of specimen submitted and patient condition), insurance information (name of carrier, subscriber number, subscriber name) if billing to insurance
Specimens received with insufficient patient identifiers:	Laboratory action:
Blood, urine, stool, swabs, sputum, semen	The specimen will not be accepted and will need to be recollected.
CSF, tissue, amniotic fluid, ThinPrep	The specimen will not be accepted as is and will be returned to the ordering provider for positive identification and labeling.

**\*\*Examples of common errors:**

- Misspelled names ie John on the specimen, Jon on the lab order, Sarah on the specimen, Sara on the lab order
- Only the last name is written on the specimen label
- Nicknames on the specimen or lab order
- DOB transcribed incorrectly ie 1/24/42 on the specimen, 1/24/24 on the lab order
- Only the name on the specimen label, missing DOB

If you have any questions, please contact our Client Services Department at 808-677-7998 (toll free at 1-866-281-6816). You may also contact your CLH sales/marketing representative.

**Thank you for choosing Clinical Labs of Hawaii**