

**EMERGENCY DEPARTMENT POLICIES**

<b>SUBJECT:</b>	Blood Bank Specimen Handling	NO. 25.1
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Reviewed:	1/93	5/94	12/96	10/98	9/99	1/03	
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**Patient Population**

Neonate	√
Pediatric	√
Adolescent	√
Adult	√
Geriatric	√

**THIS POLICY IS REPLACED BY 25.2**

**POLICY:**

To ensure the accuracy of drawing, processing and handling all Blood Bank specimens and requests the following procedure must be followed.

**PROCEDURE:**

- 1) The person drawing blood specimen will legibly hand write the patient's last name, first name and the signature of the person drawing blood on the label that is already affixed to the tube and on the Blood Bank requisition.
- 2) The person drawing the blood will verify with patient that the patient's name corresponds with the name of the specimen tube.
- 3) The specimen along with the completed laboratory check off sheet is placed in the wire basket at the specimen tube.
- 4) The registrar verifies the name on the tube, the Blood Bank request, lab check off sheet and ED card.
- 5) Another label with the addressograph stamp is placed on the tube, not covering the hand written information.

**\*Please make sure that patients with common names are verified by the person drawing the specimen.**

- 6) The specimen is sent by pneumatic tube to the Blood Bank. Laboratory check off sheet is stamped with the time the specimen was sent off and with the name of the registrar processing the specimen. See Figure I for sequence of handling and attached laboratory check off sheet for correct completion.