

Correct labelling of iCM samples

To reduce unnecessary delays in processing iCM samples in Combined Laboratory, we ask you to consider the following points when labelling samples:

1. Attach the label vertically on the tube or container.



These are examples of correctly labelled samples. Labels should be as straight as possible and in appropriate positions on the blood tubes. ie. Leave a few mm gap below the bottom of the lid and ensure it does not extend below the bottom of the label already on the tube.



2. Do not deface the label

When **signing** the label, please do not write over the barcode.

Torn or creased labels *cannot* be read by the analysers

Please **re-print the label** if it appears defaced.

3. Has the patient information & barcode printed off-centre?

This is a **setup error** and the **iCM team need to be contacted** to rectify the problem.

4. Attach only 1 barcode per sample.



Samples labelled like this are rejected and sent back to the wards delaying the results.

5. Do not use historical labels.

Old iCM numbers *cannot* be re-used and are rejected by the laboratory; create a new request on iCM to generate new barcodes.

6. Is the patient ID and/or information missing from the labels?

Following laboratory Standard Operating Procedures, samples with insufficient patient ID are rejected. Please check that the labels have all the required information on before using them.

7. Ensure tube type (eg Gold top) on label matches the tube being labelled.

This is very important as the barcodes are different and hold the test request information.