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.