The **PROCESS** for Labelling Tissue Specimens for Histopathology

1. **Histopathology request form**
   - Use patient identification labels MUST include full name, MRN & D.O.B.
   - Please ensure all sections are completed accurately and legibly
   - Please refer to Trust policy for minimum acceptance criteria
   - Incomplete request forms will result in delay
   - Our aim is to report 95% of requests in 7 days
   - We can only do this with your help

2. **Positively Identify the Patient**
   - **DO NOT USE THE LABEL TO IDENTIFY THE PATIENT**
   - **Ask an open question e.g. Name & Date of Birth**
   - **Inpatients** – Check the wristband to obtain MRN & NHS Number & ensure a match
   - **Check the notes for additional information**

   **Outpatients**
   - Confirm stated name & D.O.B. with patient notes or outpatients appointment card

3. **Taking the Specimen**
   - Take the specimen in line with current Trust policy and place in an appropriately sized container. Check it is sealed.

4. **Label Specimen**
   - Label the specimen *in the presence of the patient*

**Final Check**
- Recheck the details on the pot and request form before packaging as per Trust policy
- this indicates that the request form should be kept separate to avoid contamination.
- *Send to the laboratory promptly.*

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**PROCESS: Key Points**

- **P**ositively identify the patient
- **R**emember to add the label to the specimen in the presence of the patient
- **O**bserve Trust policy when taking the sample
- **C**onfirm (if appropriate) the details with the patient
- **E**nsure the pot and request form details are correct and match!
- **S**eal/package the specimen in front of patient
- **S**end to the laboratory promptly: **DO NOT BATCH – DISPATCH!**

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