




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

If the patient is anaesthetised/sedated or unable to communicate, check the wristband, photo identification card, or verbally via a guardian to confirm information.





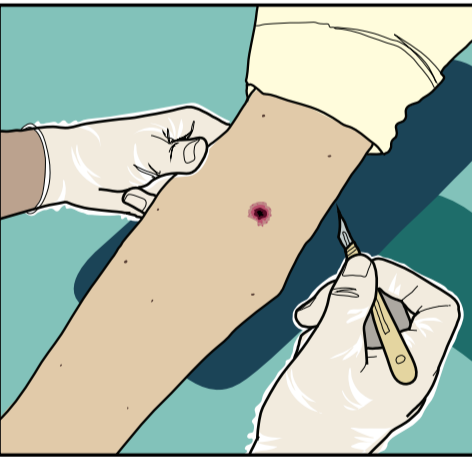
***PROCESS: Key Points**

- 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!**

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.**

