



You Can Contribute to Patient Safety!

*Patient Safety Reference Sheet C022

March 2007

Use The Correct Requisitions!

- Cytology, Histology & Public Health Lab tests e.g. VDRL & MSS require different requisitions

Provide the Necessary Information:

- Patient's name exactly as it appears on the Health Card
- Sign and date the requisition
- Clearly and legibly indicate tests required
- Full name, practice address and billing number of clinician
- Clinical information related to the tests ordered
- Type of specimen, e.g. cervical swab
- Date & time of specimen collection
- For therapeutic drugs, include the time of last dose
- Age of child and contact number for all neonatal bilirubins

Anticipate the Unexpected-Critical Results

- Provide 24/7 clinician contact information

Prevent Misunderstandings: Uninsured Tests

- Inform patients of the reason for the test and that they will be required to pay for these tests but may be reimbursed by their insurance. If possible, also advise them of the amount that they will be required to pay

Prevent Misidentification:

- Label all specimens with the patient's surname and complete first name, and one other unique identifier e.g. date of birth or Health Card Number
- Ensure specimen container identifiers match exactly the identifiers on the accompanying requisition and Health Card
- Place identification on the body of the specimen container, not on the lid
- Label containers for tissues, aspirated fluids, or swabs with the anatomical site of origin or source
- For conventional PAP smears, clearly print in pencil, on the glass slide the patient's surname and initial
- Package specimens as specified in the TDG Act

Clearly identify other clinicians to receive report copies, include:

- Full name of clinician
- Complete practice address for each copied clinician or billing number

**To be used in conjunction with OAML Guideline: Pre-analytical Procedures for Medical Office Staff CLP011a @ <http://www.oaml.com>*

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