

SUNY DOWNSTATE MEDICAL CENTER  
UNIVERSITY HOSPITAL OF BROOKLYN  
POLICY AND PROCEDURE

Subject: PROCEDURE FOR POSITIVE  
PATIENT IDENTIFICATION

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**PURPOSE:** Provide positive identification and compliance with all regulatory standards prior to specimen collection and processing.

**POLICY:** All staff will follow these steps when collecting specimen for testing:

- Identify yourself.
- Always ask the patient "What is your Name" (if applicable).
- Always check the identification band. The band of the patient should include the patient's name, hospital number, medical record number, and doctor's name.
- For Out-patients, ask complete name and compare with Lab Request Form Labels.
- Ensure the name given by the patient (if applicable), the Medical Record Number, and the Patient Number matches the information on the request slip.
- If the band is absent, request positive patient identification by clinical staff (Nurse, physician).
- NEVER use the name card on the foot of the bed or on the door to the room for identification purposes.

If the patient identity cannot be established with certainty, notify the nurse in charge to resolve the discrepancy.