

## Network Patient Identification Card and Outpatient Wristbanding v1.0

Type: Procedure

Effective Date: 12/19/2023

Last Approved: 12/19/2023

Last Reviewed: 12/19/2023

### 148355.1260 Network Patient Identification Card and Outpatient Wristbanding

Copy of version 1.0 (approved and current)

**Last Approval or  
Periodic Review Completed** 12/19/2023

**Next Periodic Review  
Needed On or Before** 12/19/2024

**Effective Date** 12/19/2023

**Uncontrolled Copy** printed on 12/20/2023 7:17 AM

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#### Comments for version 1.0

Initial version

adjusted formatting; uploaded from SofTech

#### Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	12/19/2023	1.0	Timothy Chapman MD Clinical Laboratory Director (M11669)	
Approval	Lab Director	12/18/2023	1.0	John Fisk MD Clinical Laboratory Director (M08480)	
Approval	Lab Director	12/18/2023	1.0	Ghazala Nathu MD Clinical Laboratory Director (S00134)	
Approval	Lab Director	12/17/2023	1.0	Samantha Davenport MD Service Line Chief (M03764)	

#### Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
1.0	Approved and Current	Initial version	12/14/2023	12/19/2023	Indefinite

## Network Patient Identification Card/Outpatient Wrist banding of Patients Scheduled for Outpatient Transfusion or Elective Surgery

All outpatients scheduled for an outpatient transfusion within three days or elective surgery within 28 days must have one of the following on the day of the scheduled procedure:

- ❖ **Patient Identification Card** - Patient or guardian must sign the Patient Identification Card once patient information is verified on the card.  
**Note:** If it is the guardian signing the card for the patient, the same guardian must be present at the time the patient is transfused or presenting to the OR.  
OR
- ❖ **Outpatient Wristband:** All Dialysis patients and those patients that are unable to sign a Patient Identification Card at the time of specimen collection must be wrist banded.

To properly identify the patient, the phlebotomist will ask the patient their first name, last name and date of birth. The Patient Identification Card is then made out by handwriting or using a demographic label that has name, date of birth, and MRN on the label. Date, time and initials of the person filling out the card and doing the collection process must also be added.

If the patient is to be wrist banded, the patient must first be properly identified and then wrist banded prior to specimen collection.

### The request for transfusion may be presented in several ways:

1. **Type and Crossmatch (RCP)** – Signed RCP order in Unity (Epic) to be released by collecting location. Scheduled transfusion date is within 3 days from the day of draw. **Patient must sign the Patient Identification Card or be wrist banded at the time of specimen collection.**
2. **Separate and Hold (SEP)** – Signed SEP order in Unity (Epic) to be released by collecting location. This order may be converted to a RCP order (Type and Crossmatch) anytime within 3 days from the day of collection as long as the **patient signed a Patient Identification Card or was wrist banded at the time of specimen collection.**
3. **Type and Screen (TSC)** – Signed TSC order in Unity (Epic) to be released by collecting location for:
  - Clinic patient from a location such as a Cancer Treatment Center (CTC), Dialysis, etc. that has the potential of being transfused in an outpatient location within 3 days from the day of collection.
  - Scheduled Pre-op patient having a surgical procedure within 28 days from the date of collection.

Patients **must sign the Patient Identification Card or be wrist banded at the time of specimen collection.**

**Note:** The Dialysis patient must be **wrist banded at the time of specimen collection.**

4. **Pre-Op (TSC) and Cardiac (CTS) Type and Screen** – Signed order in Unity (Epic) to be released by collecting location.

Pre-Op (including Cardiac Surgery) patient scheduled for surgery within 28 days of specimen collection. **Patient must sign the Patient Identification Card or be wrist banded at the time of specimen collection.**

**Upon release of a Blood Bank outpatient order for a Pre-op or Intended Transfusion, there are required questions that display for the collector:**

- ! Patient has been given: Choices include one of three:
  - Patient Identification Card
  - Wrist banded

- None (For specimens that are outside of the three day window for scheduled transfusions or 28 days for Pre-op patient)

! For BB specimen: As the collector, have you asked the patient to confirm name and date of birth, and does this information match the name and date of birth displayed in the chart above?

! For BB specimen: As the second person, have you asked the patient to confirm name and date of birth, and does this information match the name and date of birth displayed in the chart above?

! For BB specimen: Name of second person:

! Phlebotomist, please ask the patient: Have you been pregnant or transfused in the last 3 months?

If transfused, where?

Date of surgery/transfusion?

#### Procedure:

1. Patients must sign the Patient Identification Card or be wrist banded at the time of specimen collection by the person who has appropriately identified the patient. To identify a patient ask:

- First and last name
- Date of Birth

#### Note:

##### To order Patient Identification Cards:

- Patient ID Card-ordered from Print Shop-Form #10855

##### To order wristbands:

- Warehouse item#: 280209 – Adult ID Band -WHT

2. **The Patient Identification Card process or Outpatient Wristband Policy** is explained to the patient.

Use the following patient education sheets to help explain the process:

- Patient Identification Card Instruction sheet** to inform the patient of the process.  
Patient ID Card Instructions-ordered from Print Shop-Form #10862

##### The Patient Identification Card must contain the following information:

- A demographic label applied to the card or hand written full first and last name, medical record number, and date of birth must be on the card along with the date, time and initials of the person collecting the specimen.
- Date of Surgery/Transfusion
- Patient's Signature and Date – this is to verify the identification on the card has the correct name and date of birth.

- Outpatient Wristband Instruction sheet** – given to the patient instructing the patient to not remove the band prior to their departure. Outpatient Wristband Instruction sheet-ordered from Print Shop-Form – PEC5639

##### The wristband must contain the following information:

- If a registration label has been applied to the wristband, the date, time and initials of the person collecting the specimen must be written on the wristband.
- If a wristband printer has been used to generate a wristband, all required information is present on the wristband, or, in the computer. Date, time, initials are not added to the wristband.
- If the location collecting the specimen is not using a registration label, or wristband printer, the wristband must be hand labeled (using a permanent marker or pen) with the following information:
  - Patient's complete first and last name
  - Medical record number
  - Date, time and initials of person identifying the patient

**Note:** If after the patient has been properly identified, it has been determined that the Unity (Epic) and/or registration information cannot print the complete first name because of the number of characters in a patient's last name:

- The patient's full first and last name must be determined.
  - The wristband must then be written with the patient's **full** first name and last name.
  - The specimen must be labeled from the wristband with the **full** first name and last name.
3. Once a specimen has been collected, labeling of the specimen must occur at the patient's side from the wristband or Patient Identification Card.
  4. It will be the responsibility of the clinic nurse or physician's office to follow up with the patient:
    - a. If it has been decided that transfusion will not be scheduled within three days from the day the specimen was collected, if the patient was wrist banded, the patient will be instructed to remove the wristband.
    - b. If the transfusion is scheduled within 3 days and the patient is wrist banded, the patient will be instructed to keep the wristband on until after the transfusion has been completed.
  5. Outpatient specimens can be used if the outpatient becomes an inpatient when:
    - a. The patient can be re-identified, a Patient Identification Card is in the blood bank or it can be determined that the patient was wrist banded.
    - b. Patient name, medical record number and date of birth will be compared prior to placing the bar coded wristband on the patient.

**Note:** At the time the patient is being re-identified, if there are any discrepancies between the two wristbands (name, MRN and DOB (if on the outpatient wristband), Blood Bank, Bed Management must be notified.
    - c. Discrepancies must be resolved prior to administering any blood product.

**Note:** The outpatient wristband can remain on the inpatient but is not required. It may be removed once the patient has been re-identified and the bar coded wristband has been placed on the patient.
  6. If the patient arrives without a wristband contact the Blood Bank to determine if a Patient Identification Card is available. If there is no card, a new specimen must be obtained and testing performed. Charges for second set of testing will be credited.