

9<sup>th</sup> October 2018

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Dear Colleagues,

As you know there is a strict policy for patient identification in respect of samples.

'We are required to ensure that samples are unequivocally traceable by request and labelling to identified patients' this means that we need 3 points of identification for processing the request.

Increasingly we have found that we are unable to complete these 3 point checks for many patients and therefore we will not be able to accept and process the samples as by doing this would lead to clinical risk and misidentification.

The 3 point check is as follows:

1. Patient's full name or unique coded identifier
2. Date of birth
3. NHS number or Hospital number

Given the risks involved with continuing to accept samples without the 3 point check we will not be able to process samples that do not meet this criteria from the 1<sup>st</sup> November 2018.

For queries please call the Specimen Reception Managers on 0116 2586531

Yours sincerely

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