

## Advice for Patients on Correct Labelling of Samples for Microbiology and Blood Sciences

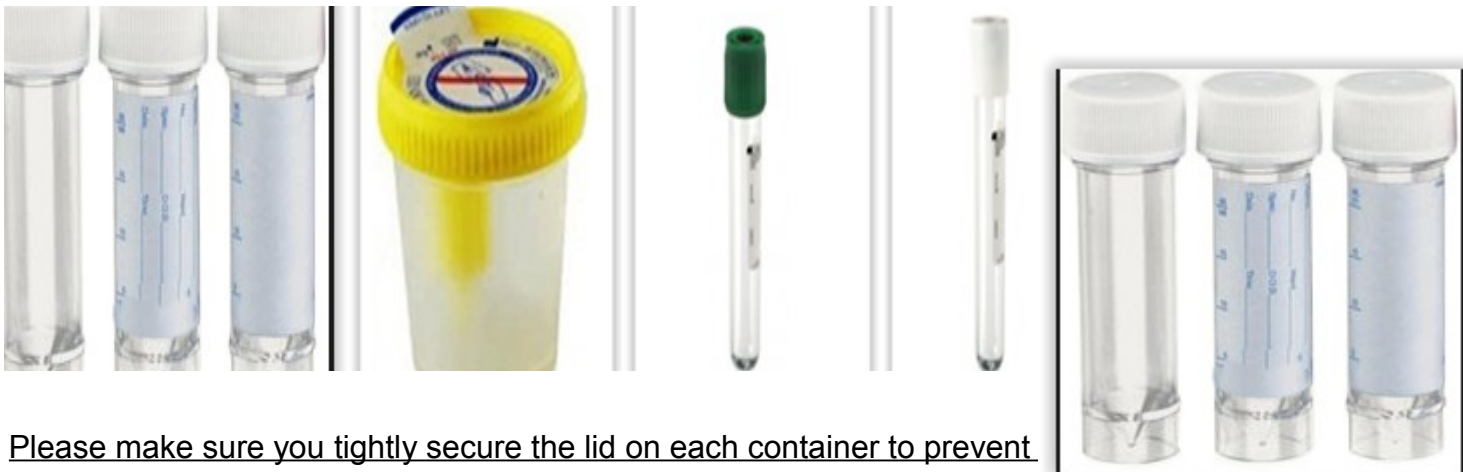
This leaflet is intended for all patients who have been asked to collect a urine sample at home to help you label your sample correctly.

Please read the instructions carefully before you start and then follow each of the steps.

### You will have been given:

- a request form
- container(s) for your sample.

### Types of containers you may be asked to collect your sample in:



Please make sure you tightly secure the lid on each container to prevent

### Importance of labelling samples

It is important that you label your sample correctly. Without this, the samples cannot be identified and may not be processed.

### Labelling instructions

Once you have collected your sample (as instructed), place the sticky label, if available, from the top of the request form onto the container. Record the date and time of collection on this label.

If there is no sticky label on the request form, you must write the following information on the sample tube/bottle in ballpoint pen:

- Full Name
- Date of Birth
- Date Sample Collected
- Time Sample Collected

- Hospital or NHS number if known

### **After completing your collection**

Samples should be returned to the laboratory as soon as possible. If it is not possible to do this on the same day, then please store your samples in the fridge. Please return any unused containers.

### **Getting samples to the laboratory**

Samples with forms can be dropped off at your local GP surgery, or alternatively they can be dropped off at the following locations:

- **Norfolk and Norwich University Hospital**  
The laboratory is located in the East Block, Level 1 and marked Pathology Department. We are open 24hrs a day, 7 days a week.
- **James Paget Hospital**  
The Pathology Department is located on the ground floor. Follow signs to Pathology, where you will find a window at which samples can be handed over (Monday to Friday, 09.00 to 17.30).
- **Queen Elizabeth Hospital**  
The Pathology department is located on the ground floor. Follow signs to Pathology, where there is a phone. Follow the instructions and someone will come and help you (Monday to Friday, 09.00 to 17.30).

### **Results**

These will be sent directly to either your Consultant or GP.

### **Enquiries regarding your sample**

Please contact either:

- Microbiology            01603 285587 0900 to 1700 Monday to Friday
- Blood Sciences        01603 286946 0800 to 2200 Monday to Sunday

For more information on Laboratory Services, please go to [www.nnuh.nhs.uk](http://www.nnuh.nhs.uk)

