

Histology Department: ext. 33948
Hours: M-F 5 a.m. – 5 p.m. Sat: 5 a.m. – 1 p.m.
Cytology Department: ext. 34845
Hours: M-F 6 a.m.-4:30 p.m. Sat: 7 a.m.– Noon

Test Name:	BIOPSY
CPT:	
LOINC:	
Requisition:	Use Tissue Examination Request (form 23A). If the surgeon is different than the requesting physician, write the surgeon's name on the request. Include the clinical diagnosis.
Specimen Collection/Transport Instructions:	
Container:	10% Formalin Biopsy bottles are available in the Histology Department during department hours. After hours, biopsy bottles can be obtained from the frozen section room located off the receiving area in Surgery or in Microbiology. 10% Formalin Bottles are also available though ALS Customer Service for Physician offices.
Transport:	Take specimen to Histology Department. After Histology is closed, take specimen to Microbiology.
Special Conditions:	
Culture:	If a culture is also ordered, split specimen and place part of the specimen in a sterile container for Microbiology and the rest of the specimen in 10% Formalin. If there is not enough specimen to split, do not put in formalin. Place entire specimen in a sterile container and deliver immediately to Microbiology, along with a Microbiology requisition and a Tissue Examination Request Form. If coming from a physician office and not in 10% Formalin, you must call the customer service department for a stat pick-up. The specimen needs to be delivered to the lab within 2 hours.
Skin Biopsy for Immunofluorescence:	<ol style="list-style-type: none"> 1. Nerve, Muscle, Renal or Myocardial Biopsy. 2. These specimens require special handling and must be done when the Pathologist and Histotechnologist are available. Call ext 33948 to schedule one of these tests.
Specimen Handling:	
Storage:	Store specimen at room temperature.

Test Name:	PRODUCTS OF CONCEPTION
CPT:	
LOINC:	
Requisition:	Use Tissue Examination Request (Form 23A). If the surgeon is different than the requesting physician, write the surgeon's name on the request. Include the clinical diagnosis.
Specimen Collection/Transport Instructions:	
Container:	<ol style="list-style-type: none"> 1. If specimen is for (Chromosome Analysis) the specimen should be sent fresh or with saline. Do not place specimen in formalin. Formalin will destroy the specimen sent for chromosome analysis. 2. Only if specimen is for Routine Histology, the specimen should be sent in 10% Neutral Buffered Formalin (NBF) biopsy bottles.
Specimen Handling:	
Transport:	Take specimen to Histology Department. After Histology is closed, take specimen to Microbiology.
Storage:	Store specimen at room temperature.

Test Name:	BODY FLUID FOR CYTOLOGY
CPT:	
LOINC:	
Requisition:	Use Form 308A, (Cytology Specimens) and Form 1745, (Body Fluid Worksheet). Mark the source of the specimen on the form and include any pertinent clinical information.
Specimen Collection/Transport Instructions:	
Specimen Type:	Body Fluid; Pleural, Pericardial or Peritoneal
Volume:	2 mL (Minimum: 0.5 mL).
Container:	Collect in a clean container. If the specimen is also for culture, container must be sterile. Large sterile 2000 mL bottles are available from Central Service.
Specimen Handling:	
Transport:	Deliver to the Cytology department. If Microbiology testing is also ordered, specimen is to be delivered to Microbiology first. After hours, deliver specimen to the Microbiology department.
Storage:	Refrigerate.

Test Name:	BRONCHOSCOPY SPECIMENS
CPT:	
LOINC:	
Requisition:	Use Form 308A, (Cytology Specimens – one per specimen) Form 1217, (Bronchoscopy Specimen Worksheet) and Form 23A for biopsies. Include the name of the Bronchoscopist and the clinical diagnosis information on all requisitions.
Specimen Collection/Transport Instructions:	
Specimen Types:	Bronchial Washing, Bronchial Brushing, Bronchial Biopsy, Transbronchial Needle Aspiration, Bronchoalveolar Lavage
Specimen Handling:	
Specimen Collection Procedure :	
	Supplies:
	<ol style="list-style-type: none"> 1. Cytology brush 2. Biopsy forceps 3. Small biopsy bottle with formalin 4. Cardboard folder for air-dried slide 5. Cytology container with preservative (plastic screw top with fixative) Pre-filled containers can be obtained from the Cytology Department. 6. Needle to retrieve the biopsy specimen from the forceps 7. Specimen labels for each container
	Procedure:
	<ol style="list-style-type: none"> 1. Using a pencil, label one slide with two patient identifiers 2. After collecting the brushing sample, smear one slide. DO NOT SPRAY. This slide is for Microbiology. 3. Place the brush in the Cytology container with preservative and cut off the wire. 4. Place the biopsy sample in the small biopsy bottle containing formalin. If the biopsy is for culture, place the specimen in a sterile container with a small amount of saline. 5. Collect the washing or lavage in the appropriate collection container. 6. The Bronchoscopist should mark the Bronchoscopy Specimen Worksheet upon finishing the procedure. 7. Label all the specimens with two patient identifiers. 8. Place the air-dried slide in the cardboard folder. 9. Wrap the completed Tissue Requisition around the biopsy bottle and secure with a rubber band. Place all the samples and requisitions in the same container.
Transport:	Deliver to the Cytology department. After hours, deliver specimen to the Microbiology department.
Storage:	Refrigerate.

Test Name:	ENDOSCOPIC BRUSHINGS FOR CYTOLOGY
CPT:	
LOINC:	
Requisition:	Use Form 308A, (Cytology Specimens) Mark the source of the specimen on the form and include any clinical diagnosis.
Specimen Handling:	
Collection:	<i>Preferred method:</i> Place the brush in a Cytology container with fixative. Cut off the excess wire. <i>Alternative method:</i> Spread the brush on a slide and immediately spray fix the smears with Cytology fixative. Label specimen and or slides with two patient identifiers. Place the slides in a cardboard or plastic container for transport.
Transport:	Deliver to the Cytology department. After hours, deliver specimen to the Microbiology department.
Storage:	Refrigerate or store at room temperature.

Test Name:	FINE NEEDLE ASPIRATION
CPT:	
LOINC:	
Specimen Collection/Transport Instructions:	
	<p>This procedure is performed in the Radiology Department with a Cytotechnologist and a Pathologist in attendance.</p> <p>These procedures are scheduled in advance through the Radiology Department. The procedures are performed Monday thru Friday from 8 am to 3 pm.</p> <p>Any questions concerning these procedures may be directed to the Cytology Department.</p>
Requisition:	<p>Cerner requisition for In-patients. Use Form 308A (Cytology requisition) for Out-patients</p> <p>The following information must be included on the requisition:</p> <ol style="list-style-type: none"> 1. The patient's name and medical record number (if there is one. New patient's will be assigned a medical record number by the computer) 2. Patient's birth date 3. Patient's gender 4. Patient's address, if the patient is to be billed 5. Insurance information 6. Patient's Medicare or Medicaid number 7. The source of the specimen. Indicate the source of each specimen if there are multiple sites done during the same procedure. 8. Any pertinent clinical information 9. Indicate any other special testing to be done on this specimen (i.e. Flow Cytometry, special stains) 10. Cerner requisitions must include a Cerner Order ID number with the source of the specimen.
Supplies:	<ol style="list-style-type: none"> 1. Pre-filled specimen containers with CytoRich Red Cytology Non-Gyn preservative. 2. Specimen and requisition labels 3. Aspirate needle(s) 4. Glass slides 5. Bottle of spray fixative (supplied by Cytology on request from office) 6. Cardboard folder(s)
Specimen Handling:	
Collection:	<p>Cytology prefers the collection of any aspirates into a container with CytoRich Red. Pre-filled containers will be supplied by Cytology by request from office.</p> <p>Please do not rinse the needle in the preservative until the very last pass of the needle. This preservative should not be introduced into the patient and it is not sterile.</p> <p>If the physician does not want to aspirate the specimen into preservative, smears from the aspirate can be made by aspirating the material onto a glass slide and spray fixing the slide with spray fixative. This must be done immediately after the specimen is introduced onto the glass slide to prevent air-drying. Hold the spray fixative bottle about 4 inches over the slide and give 3-4 quick squirts of spray to cover the entire area of the specimen. Let this air-dry before closing any slides in the cardboard folders. This will prevent any specimen being lost by sticking to the folder.</p> <p>It is very important to label all slides and containers with two patient identifiers and the source of the specimen(s) especially if the physician is obtaining specimens from multiple sites.</p>
Transport:	<p>Any specimens from outside offices will be picked up by an ALS courier and delivered to the Cytology Department for processing. Specimens obtained inside the hospital will be transported by lab courier, any nursing personnel or radiology staff to Cytology for processing. Any specimens delivered after hours to Cytology can be stored in the refrigerator designated "Cytology Specimen" refrigerator.</p>
Storage:	<p>Specimens collected in preservative can be stored at room temperature for 2 weeks after collection. Glass slide specimens can be kept at room temperature. Either specimen can be refrigerated but it is not necessary.</p> <p>Any specimen not in preservative needs to be refrigerated immediately after collection until transport to Cytology by the courier.</p> <p>MSDS are available for CytoRich Red by request.</p>

Test Name:	SPINAL FLUID FOR CYTOLOGY
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CPT:	
LOINC:	
Requisition:	Use Form 308A, (Cytology Specimens). Be sure to write the date and time of collection and the clinical diagnosis.
Specimen Collection/Transport Instructions:	
Specimen Type:	Cerebrospinal fluid
Volume:	Minimum 1 mL fluid.
Container:	Sterile CSF plastic tube with cap.
Specimen Handling:	
Transport:	Deliver to the Laboratory immediately. If Microbiology testing is also ordered, specimen is to be delivered to Microbiology first. After hours, deliver specimen to the Microbiology department.
Handling:	Refrigerate.

Test Name:	SPUTUM FOR CYTOLOGY
CPT:	
LOINC:	
Requisition:	Use Form 308A, (Cytology Specimens). Mark the source of the specimen on the form and include any pertinent clinical information.
Specimen Collection/Transport Instructions:	
Specimen Type:	Early morning specimen is preferred.
Container:	Collect in a clean container. If the specimen is also for culture, container must be sterile.
Specimen Handling:	
Transport:	Deliver to the Cytology department. If Microbiology testing is also ordered, specimen is to be delivered to Microbiology first. After hours, deliver specimen to the Microbiology department.
Storage:	Refrigerate.

Test Name:	URINE FOR CYTOLOGY
CPT:	
LOINC:	
Requisition:	Use Form 308A, (Cytology Specimens). Mark the source of the specimen on the form and include any pertinent clinical information. Mark VOID or CATH.
Specimen Collection/Transport Instructions:	
Specimen Type:	Early morning specimen is preferred.
Volume:	Minimum of 50 mL for adult patients, 10 mL minimum for pediatric patients.
Container:	Cytology urine container with fixative. If Microbiology or Urinalysis is also ordered, send separate specimens for these tests.
Specimen Handling:	
Transport:	Deliver to the Cytology department. After hours, deliver specimen to the Microbiology department.
Storage:	Refrigerate.

Test Name:	CONVENTIONAL PAP SMEAR
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CPT:

LOINC:

Requisition: In-patient Pap smears should be ordered in Cerner. Use the source "Pap smear". The Cerner requisition will accompany the slides to Cytology. Out-patients are ordered on paper requisitions, Cytology Specimen Req. Form 308A.

Specimen Collection/Transport Instructions:

Diagnostic accuracy is dependent on factors such as the site from which the specimen is obtained, the conditions under which the specimen is obtained (i.e. menstruation, lubricant contamination, glove powder contamination), and the technique used to obtain the sample.

Materials need to obtain a conventional pap smear:

1. Cytology requisition Form 308A for out-patients
2. Cerner requisition for in-patients
3. Vaginal speculum
4. Bottle of spray fixative (can be obtained from Cytology Dept., McKinley 374)
5. Pink frosted-end slides
6. Lead pencil to write two patient identifiers and source on the label-end.

Cytology requisition Form 308A, cardboard folders and specimen collection devices are available through ALS for physician offices. Materials for in-house patients can be obtained from Central Service.

Proper labeling of specimen slides:

Slides must be labeled with two patient identifiers and the source of the specimen (i.e. cx, endocx, vag, etc) on the frosted end of the slide. Please use lead pencil, not ink.

Requisition:

Please include the following information on the requisition:

1. Patient's first and last name
2. The doctor submitting the Pap smear
3. The patient's LMP
4. Pertinent clinical history (history of abnormal bleeding, previous abnormalities, previous cancer treatments, birth control or hormone replacement, hysterectomy)
5. The date of the procedure
6. Patient's gender

Specimen Handling:

Preparation:

Before using the spray fixative, "prime" the bottle by pumping the nozzle a few times to bring the fixative into the tubing. It is extremely important that you do not let the cellular material on the slides air dry. If the nozzle is clogged, clean it with alcohol or water.

Collection:

NOTE: The Pap smear collection must be performed by a physician or a nurse practitioner.

1. Place the patient on her back.
2. Gently insert the vaginal speculum. Warm water can be used to lubricate and warm up the speculum. Do not use lubricating jelly because this will interfere with cytological evaluation.
3. For a sample to be considered adequate, it is necessary to obtain a specimen from the endocervix and exocervix for patients with a cervix intact.
4. Exocervical samples: use either a wooden or plastic collection device to gently scrape the area.
5. Endocervical samples: The Transformation zone must be sampled by using an endocervical brush.
6. Vaginal samples can be obtained using a spatula.
7. Evenly spread the cellular material on all slides being submitted and spray fix immediately.
8. When spray fixing the slides, hold the bottle of fixative about 6-8 inches from the slide and give it 3 quick sprays. Holding the bottle too close will result in dispersing the cellular material. Holding the bottle too far away will result in air-drying.

Transport:

1. Conventional Pap smears are kept at room temperature. It is not necessary to refrigerate the slides but they can be.
2. Place the properly labeled dried fixed glass slides in the cardboard folders. Place the cardboard folder in a biohazard bag and seal it. Place the appropriate paperwork in the pouch on the outside of the bag.
3. Out-patient Pap smears will be picked up and delivered by courier to Cytology.
4. In-patient Pap smears can be sent to Cytology via the tube system (#832) or hand-delivered directly to Cytology.

Test Name:

LIQUID-BASED PAP SMEAR

CPT:

LOINC:

Requisition:

Use Cerner requisition for in-patient specimens. Use Form 308-A (Cytology) for out-patient specimens

The following information must be included on the requisition:

1. The patient's name, birth date, medical record number and patient's gender.
2. Mark the source (cervical, vaginal, endocervical, vault)
3. Include any pertinent clinical information (esp. post menopausal bleeding, previous abnormal history)
4. Mark the HPV Reflex box if additional testing is requested with an ASCUS result
5. Mark the "HPV Testing Regardless" box if HPV testing is requested no matter what the diagnosis is.
6. List any physicians that require a copy of the report
7. The patient's Social Security number is helpful but not required

Materials needed:

1. Surepath vial used to collect and transport the specimen
2. Cervix brush collection device or the combo kit collection device
3. Surepath specimen vials and collection device supplies are available through Cytology.

Specimen container:

1. It is very important to record two patient identifiers on the specimen vial.
2. The date of collection and the physician's name are also helpful for accessioning purposes.
3. Specimen vials do not need to be refrigerated before or after collection.
4. Do not use the vials after the expiration date on the vial.
5. Specimens are viable up to 4 weeks after collection.

Specimen Handling:

Collection:

NOTE: THIS PROCEDURE MUST BE PERFORMED BY A PHYSICIAN OR A NURSE PRACTITIONER UNDER THE DIRECTION OF A PHYSICIAN.

1. Place the patient in the dorsolithotomy position.
2. Insert a vaginal speculum. Use warm water to warm up and lubricate the speculum. Do not use vaginal lubricants prior to specimen collection. Lubricants can interfere with cell transfer to the slide and obscure cells.
3. Insert the collection device in to the endocervical canal. Gently apply pressure until the bristles form against the cervix.

NOTE: Rotate the brush 5 times clockwise.

4. Placing the thumb against the back of the brush pad, snap off the head of the device from the stem of the collection device into the opened Surepath vial.
5. Vials with specimen will be viable up to 4 weeks after collection. They do not need to be refrigerated.

Transport:

1. Place the vial and the requisition into a biohazard bag for transport to the laboratory by the ALS courier. In-house Surepath specimens can also arrive via the tube system.
2. During normal day shift hours, the specimens should be delivered directly to Cytology and placed in the designated drop-off collection box in the department. After hours, the specimens can be dropped off in the ALS accessioning area in the designated drop-off place.