



INSTRUCTIONS FOR COLLECTING NON-GYNECOLOGICAL SPECIMENS

PATIENT PREPARATION

No patient preparation is required.

LABEL THE SPECIMEN Patient's first and last name (no nicknames) **MUST** be on the specimen vial/slide plus one of the following identifiers:

1. Patient's date of birth.
2. Requisition number.
3. Chart number.
4. Social Security Number
5. Hospital Number or Accession Number

COMPLETE THE REQUISITION

1. Patient's first and last name. *Do not use nicknames.*
2. Patient's date of birth.
3. First and last name of the requesting physician.
4. Test requested.
5. Specimen source.
6. Date and time of collection.
7. Include pertinent patient history.
8. ICD 9 code(s)
9. Billing information (client, patient, 3rd party)

COLLECTION OF SPECIMEN

Fluid specimens are submitted in unbreakable, leak proof, non sterile containers. Specimens may be submitted on "fixed" or air dried slides in a plastic or cardboard container. Slides may be "fixed" by using a spray fixative or placed in a Coplin jar of 95% alcohol.

BREAST CYST ASPIRATION

- a. Place liquid aspirate in appropriate container.
Note: If aspirate is scant, smear (one drop at a time) on clean, dry slide and fix immediately.
- b. Label the specimen and complete the requisition as stated above.
- c. Refrigerate.

If specimen cannot be delivered to PLS the same day, mix it with equal parts of 50% ethanol.

BREAST NIPPLE SECRETION

- a. Smear drops of secretion directly on clean, dry slides and fix immediately.
- b. Label the specimen and complete the requisition as stated above.

BRONCHIAL BRUSHING

- a. Smear material from brush directly on clean, dry slides and fix immediately.
Note: Brush tip may be clipped off into a container of physiologic saline and submitted for additional processing.
- b. Label the specimen and complete the requisition as stated above.

BRONCHIAL WASHING

- a. Fresh specimens are preferred.
- b. Place washing in appropriate container.
- c. Label the specimen and complete the requisition as stated above.
- d. Refrigerate.

If specimen cannot be delivered to PLS the same day, mix it with equal parts of 50% ethanol

CSF FLUID

- a. Fresh specimens are preferred.
- b. Place fluid in appropriate container.
- c. Label the specimen and complete the requisition as stated above.
- d. Submit immediately (preferably within 1 hour) after collection.

EFFUSIONS (Pleural, Peritoneal, etc.)

- a. Fresh specimens are preferred.
- b. Place effusion (up to 1 liter) into an appropriate container.
- c. Label the specimen and complete the requisition as stated above.
- d. Refrigerate.

If specimen cannot be delivered to PLS the same day, mix it with equal parts of 50% ethanol

FINE NEEDLE ASPIRATIONS

- a. Obtain material using standard FNA technique.
- b. Smear a few drops of material on clean, dry slides and allow to air dry.
- c. Label the specimen and complete the requisition as stated above.
- d. Place extra material in a container and submit fresh. Label as directed above. e. Refrigerate.

If specimen cannot be delivered to PLS the same day, mix it with equal parts of 50% ethanol

HERPES SMEARS

- a. Place material on clean, dry slides and fix or air dry.
NOTE: Indicate on requisition if spray fixed or air dried.
- b. Label the specimen and complete the requisition as stated above.

SPUTUM

- a. Place sputum in appropriate container.
- b. Completely cover specimen with 50% ethanol.
- c. Label the specimen and complete the requisition as stated above.

URINE

- a. Fresh clean catch specimens are preferred.
Do not use first voided or 24 hr specimens.
Note whether specimen is voided or catheterized.
- b. Completely cover specimen with 50% ethanol.
- c. Label the specimen and complete the requisition as stated above.

TZANCK SMEARS

- a. Place material on clean, dry slides and fix or air dry.
NOTE: Indicate on requisition if spray fixed or air dried.
- b. Label the specimen and complete the requisition as stated above.

SUBMITTING SPECIMENS:

- a. Place the specimen vial in a biohazard bag and seal.
- b. Place the completed requisition in the "pouch" of the biohazard bag.

Questions: Call Cytology at Physicians Laboratory 731-4145 or 1-800-642-1117.

DECEMBER 2009

2