

Blanchard Valley Health System

Blanchard Valley Hospital

1900 South Main Street, Findlay, OH 45840

Laboratory Services

Collection Manual - Cytology Introduction (LTR31176)

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Attention: Printed copies MAY not be the most current information. Please consult the Lab QMS for the current version.

INTRODUCTION TO CYTOLOGY SPECIMEN COLLECTION MANUAL

PRINCIPLE

This manual is intended to be used as a specimen collection guideline for cytology. Each separate area of concern is included in a different procedure. Therefore, items such as "transportation", "patient preparation", and "preservation required" may differ from procedure to procedure.

POLICY

There are several general collection reminders that should be noted. While we hope that these are already known and practiced by all hospital associates and Physician office staff, we feel that they should be reviewed.

1. Proper patient identification (i.e. patient name and date of birth) is imperative on all specimens and laboratory requisitions. Specimen source, time and date of collection, and collector's initials must also be provided. Please send current patient insurance information with all cytology specimens (applies to non-BVH owned facilities only).
2. Orders for cytology specimens collected in the Radiology Department, inpatient areas, and outpatient locations (except endoscopy) of the hospital must be entered in Cerner. Specimens must be properly labeled with all required patient identifiers (e.g. name, date of birth, and FIN number or medical record number), specimen source (i.e. right pleural fluid), date and time of collection, and collector's initials.
3. If in doubt about an order for a particular test, please contact the Cytology Department (ext. 55814). We will be glad to clarify those items that pertain to our work.
4. All cytology material should be handled carefully. Sputum, body fluids, etc., are a potential source of infectious disease and should always be treated as such.
5. Tests requested for other areas of the laboratory (i.e. Microbiology) cannot be carried out on preserved cytologic material. If a cytology collection procedure specifies prompt preservation (e.g., CSF fluid), it is best to collect separate specimens or to divide the specimen, reserving one container for cytology.
6. All BVH cytology and lab paper requisition forms must be signed by the ordering provider. Please be sure to check that the diagnosis and test order date are also indicated on the form.