

Blanchard Valley Health System

Blanchard Valley Hospital

1900 South Main Street, Findlay, OH 45840

Laboratory Services

Collection of Body Fluid Specimens (LTR32711)

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Last Approved By: Yarcusko, Kevin (Cytotechnologist)
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Attention: Printed copies MAY not be the most current information. Please consult the Lab QMS for the current version.

COLLECTION OF BODY FLUID SPECIMENS

PRINCIPLE

Cytologic examination of body fluids may yield diagnostic information that is important for the timely diagnosis and management of patients with certain inflammatory processes or neoplastic disease.

POLICY

The following procedure provides guidelines for the proper collection, preservation, and transport of body fluid specimens to the Cytology Department. It pertains to specimens that are submitted for cytologic evaluation only. If other tests are required (e.g., cultures, chemistry), please refer to the Lab Collection Manual or contact the laboratory department concerned for instructions regarding their specific needs for specimen collection.

During second, third, weekend or holiday shifts, the specimen should be taken to the main lab processing area.

SPECIMEN

Patient Preparation: Per attending Physician

Type: Body fluids (e.g. pleural, peritoneal, pericardial, joint, cul-de-sac, and cyst fluids)

Handling Conditions:

1. For specimens collected within the BVH network, use "orders +add" in the main menu of Power Chart to request cytology testing. Enter Pathology Cytology Request in the search box and complete the required fields in yellow (i.e. Procedure, Clinical History, and Specimen Description) at the bottom of the screen. For specimen description, please include specimen laterality (i.e. right or left) when applicable. If additional special studies are required (e.g. flow cytometry), these must be entered in the "Special Studies Requested" field. When finished, be sure to sign the order by using the sign button in the bottom right corner of the screen. Retrieve the specimen label from the designated printer and place it on the specimen container. If a specimen label is not available, please ensure that the following information appears on the specimen container: patient name, date of birth, collection date and time, collector's initials, and type of specimen (e.g. right pleural fluid).

For specimens collected outside of the BVH network (e.g. FSC), properly complete a non-gyn cytology requisition form and indicate the type of fluid specimen that was collected. If the specimen type is not among those listed on the form under the heading EFFUSIONS, please mark the OTHER category and write in the site (including laterality

when applicable) from which it was collected. Include the following information on the form: patient name, address, date of birth, social security number, collection date, and the name of the attending Physician. Please provide as much pertinent patient information as possible on the requisition form (e.g. history, present complaint, previous radiation or chemotherapy treatment). This information is extremely important for making a proper diagnosis. Also, please include a copy of the patient's insurance information and/or insurance card whenever possible.

NOTE: If lymphoma is suspected, please indicate this in the computer or on the requisition and transport the specimen to the Cytology Department as soon as possible following collection. For suspected lymphoma cases only, do not refrigerate the specimen.

2. Identification Needed: All specimen containers must be properly labeled (i.e. patient name, date of birth, date and time of collection, collector's initials, and specimen type). Containers should also be labeled appropriately to indicate the specimen source (including laterality if applicable).
3. Collected by: Attending Physician.
4. Preservation: Please DO NOT add fixative to body fluid specimens. Heparin may be added to prevent the fluid from clotting. It also acts as a short term preservative.
5. Transportation: Specimens should be taken to the Cytology Department of the laboratory as soon as possible following collection. They should be refrigerated if they arrive in the department after hours or on weekends.

EQUIPMENT AND MATERIALS

Equipment: Per attending Physician

Materials: Per attending Physician

PROCEDURE

Per attending Physician

REPORTING RESULTS

Smears and cell blocks will be reported in the routine manner for Cytology and Surgical Pathology. Due to processing factors, reports are not routinely issued for a minimum of 24 hours after the specimen has been received by the department.

Cell blocks are always made whenever possible. They do not need to be added to the specimen orders. Only the Cytology Department can determine if a cell block can be prepared.

If there are any questions, please feel free to call the Cytology Department at ext. 55814 and speak with a Cytotechnologist or a Pathologist regarding this procedure.

REFERENCE

Keebler, Catherine M., and Somrak, Theresa M., The Manual of Cytotechnology, Seventh Edition, pp 220, The American Society of Clinical Pathologists, Chicago, 1993.

Naylor, Bernard, Pleural, Peritoneal, and Pericardial Fluids, in Comprehensive Cytopathology, Marluce Bibbo, ed., pp 541, W.B. Saunders Company, Philadelphia, 1991.