

LABORATORY COLLECTION MANUAL	COLLECTION AND SUBMISSION OF SPECIMENS FOR GYN CYTOLOGY (CONVENTIONAL)
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1. Pre-Label frosted end slide(s) in pencil with the patient's name and DOB.
2. Physician makes one smear from scraping around cervical os and distal endocervical canal on the pre-labeled glass slide. A variety of cervical sampling techniques are described. Any technique used must insure the transitional zone to be 100% satisfactory.
3. Fix IMMEDIATELY with a spray cytology fixative. The assistant should spray the slide with spray fixative, not allowing the smear to dry before spraying. Spray should be held about 12 inches from slide which is sprayed to thinly cover the smear.
4. When slide is dry, place in a slide container, labeled with the patient's name and date of birth
5. For Pap Smears collected in physicians' offices, please complete the Cyto/Path Request Form Request Form #2303. This must be completed with all the correct patient information:
 - ❖ Patient's full name.
 - ❖ Patient's full social security number.
 - ❖ Patient's full Date of Birth.
 - ❖ Patient's first date of Last Menstrual Period.
 - ❖ Patient's complete address and phone number.
 - ❖ Patient's complete billing information.
 - ❖ Patient's clinical history and diagnosis, to include:
 - ✓ Pregnancy.
 - ✓ Post-Partum.
 - ✓ Hysterectomy (type: partial, total, etc.)
 - ✓ Post-menopausal.
 - ✓ Medications that may affect the hormonal pattern:
 - ✓ such as depo-provera, norplant, etc.
 - ✓ History of abnormal pap smears.
 - ✓ History of previous malignancies with primary if known; history of receiving medications and/or radiation therapy.
 - ✓ Precise Specimen(s) and site (location) of collection.
 - ✓ Requesting health care provider's name.
 - ✓ Date of collection.
 - ✓ Reason for the procedure being performed.
6. For Pap Smears collected from an inpatient, a Surgical Pathology/Cytology Form is completed.
7. Place the labeled specimen in a biohazard bag. Make sure the bag is closed securely. Place the Request in the side pocket of the bag.
8. Send the specimen to the Pathology Department, in the Laboratory.
9. The specimen will not be processed if it is not properly labeled and identified and adequate patient information is not available.

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See original policy in the Laboratory for all documented annual reviews.