



CONWAY MEDICAL CENTER

PROCEDURE

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

TITLE:	LAB-SPC-CYT-08.09 Criteria for Rejection of Cytologic Specimens-PRO		
ISSUED BY:	Cytotechnologist	REFERENCE #:	LAB-SPC-CYT-08.09-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	2005-11-04

SCOPE: All potential collectors and submitters of cytology samples for testing.

I) PROCEDURE:

- A) **FIXATION OF SPECIMENS** – All specimens must be submitted properly, fixed or fresh, as outlined below:
- 1) Body Cavity Fluids – submitted fresh with the addition of CytoLyt solution upon receipt in the laboratory.
 - 2) Brushings – submitted in CytoLyt solution.
 - 3) Washings and Lavage – submitted fresh; with CytoLyt solution to be added upon receipt in laboratory.
 - 4) Scraping Smears – submitted in CytoLyt solution.
 - 5) FNA's – smears fixed in 95% ethanol or air dried; needle and syringe flushings in CytoLyt solution; core biopsies in formalin; for flow cytometry in transport media (in lab); other testing (amylase, CEA etc.) in conical tube or sterile container.
 - 6) Sputums – submitted in CytoLyt solution (preferred) or specimen cup.
 - 7) ThinPrep Pap specimens – PreservCyt solution.
 - 8) Urines – voided urine, catheterized urine and bladder washings submitted fresh with the addition of CytoLyt solution upon receipt in the laboratory.

B) The following is a list of submission procedural details which may lead to rejection of a cytology specimen.

- 1) IMPROPER DOCUMENTATION
 - (a) Discrepant or lack of patient demographics on container.
 - (b) No specimen submitted but orders received.
 - (c) Lack of the following desirable information after documented efforts have been made to contact the clinician and obtain such information may result in rejection
 - (i) Patient's full name
 - (ii) Chart number or other unique identification
 - (iii) Birth date
 - (iv) Physician's name
 - (v) Date and time of collection
 - (vi) Source of specimen and manner of collection
 - (d) Patient's name and another unique identifier (i.e. birth date) are required upon



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receipt. Specimen's submitted with only one identifier must be rejected.

2) IMPROPER SPECIMEN

- (a) The specimen has been improperly submitted. The full name of the patient or other unique identifier is missing from container/slide. The name on the specimen and the name on the order do not match.
- (b) Shared specimens are received with insufficient amount of specimen for cytologic preparation.
- (c) The specimen submitted is not in compliance with standard precautions, i.e., the container is leaking; the slides are broken or shattered beyond reasonable repair.
- (d) Specimen deterioration: the transport of fresh specimen is delayed, the specimen is not fixed properly, or the specimen is not stored properly.
- (e) The specimen is not received from a licensed source.

RECORDS: NA

REFERENCE STANDARDS: CAP GEN.40000; GEN.40100; GEN.40016; GEN.40032; GEN.40050; GEN.40100

REVISION/REVIEW HISTORY:

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
6-23-11 tas	None	Reviewed/revised-Saved electronically in the lab G drive.
10-25-11tlp	Format	Change in format for MCN. Shortened Title
3-28-13 tlp	None	Reviewed. No content changes.
5-20-14tlp	All	Deleted unnecessary content. Name change from 8.19 to 8.09.
2-25-15tlp	ALL	Reviewed. No content changes.
2-24-17tlp	ALL	Reviewed. No content changes.