

PROCESSING OF CYTOLOGY SPECIMENS IN THE OUTLYING MOB LABORATORIES WITH COPATH Access

Purpose To define the Clinical Laboratory’s policy on processing outpatient urine specimen(s) for Cytology in MOB Laboratories with CoPath Access.

Workplace Safety

- For equipment safety, proper body mechanics, sharp exposure, other safety practices, see LAMC-PPP-0123 - Safety Practices.
- For proper use of gloves, see LAMC-PPP-0127 - Infection Control.
- For exposure to body fluids, see LAMC-PPP-0128 - Universal Body Substance Precautions.
- For proper handwashing, see LAMC-PPP-0132 - Handwashing Policy

Policy If Non-Gyn Cytology specimen is received at the outlying MOB laboratories, with CoPath Access, 50% alcohol must be added as fixative.

Specimen

- Urine
- Body Fluids
- Sputum
- CSF

Supplies

- 50% alcohol
- Cytology labels
- Squirt /transfer bottles
- PPE

Procedure for Outlying Laboratories with CoPath Access

Preliminary

Step	Action
1	<p>Check for all orders in Health Connect and Cerner.</p> <p>For cytology orders:</p> <ul style="list-style-type: none">• Print the Health Connect Order if this was not submitted with the specimen or if the specimen was collected in the Lab.• Ensure the date and time of collection is on the Health Connect order. <p>Note: If there is no date and time of collection, write the current date and time as the collection on the Health Connect order.</p>

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2	Clinic Collect Specimens <ul style="list-style-type: none"> • Print labels from OE function in KRMS. Lab Collect <ul style="list-style-type: none"> • Link orders in KPHC Scheduled Orders Tab (SOT). Note: Refer to LAMC-PPP-0480 Health Connect Check-In
3	Print labels from SO Function in KRMS.



Urine Specimens

1	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>20 or more mL</td> <td> 1. <u>For Lab orders:</u> <ul style="list-style-type: none"> • Aliquot, label, and prepare for transport. 2. <u>For 'HOLD' Cytology orders:</u> <ul style="list-style-type: none"> • Proceed to the process below: "Specimen only for Cytology:" </td> </tr> <tr> <td>Less than 20 mL</td> <td> 1. Print all labels for active order from KRMS using OE function. 2. Send to Main Lab 3. Send in Yellow Specimen bag and indicate "Short Samples" to alert staff. 4. Urine specimens are sent out to LAMC Main Lab. </td> </tr> </tbody> </table>	IF	THEN	20 or more mL	1. <u>For Lab orders:</u> <ul style="list-style-type: none"> • Aliquot, label, and prepare for transport. 2. <u>For 'HOLD' Cytology orders:</u> <ul style="list-style-type: none"> • Proceed to the process below: "Specimen only for Cytology:" 	Less than 20 mL	1. Print all labels for active order from KRMS using OE function. 2. Send to Main Lab 3. Send in Yellow Specimen bag and indicate "Short Samples" to alert staff. 4. Urine specimens are sent out to LAMC Main Lab.
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Specimen only for Cytology

Step	Action
1	Obtain an empty sterile container.
2	Place specimen side-by-side with the empty container.
3	Pour 50% alcohol fixative into the empty sterile container until the volume visually matches the level of urine in the cup
4	Pour the determined amount of fixative into the specimen.
5	Place specimen cup lid securely.
6	Affix “Cytology Fixative Only” sticker on the container. NOT on the lid. 
7	Accession the specimen in CoPath, accordingly.
8	Lab staff affixes the CoPath accession label (container and KPHC printout) 
7	Lab staff sends the specimen to the Sherman Way Laboratory, accordingly.

Controlled Documents

The following controlled documents support this procedure.

Document Number	Document Name
LAMC-PPP-0123	Standard Precautions and Safety Practices in the Laboratory
LAMC-PPP-0127	Infection Control
LAMC-PPP-0128	Universal Body Substance Precautions.
LAMC-PPP-0132	Handwashing Policy
LAMC-PPP-0495	Specimen Collection, Packaging and Transportation
SCPMG LIS-0193	Accessioning and Shipping Cytology (GYN and Non-Gyn CoPath Plus)

Author(s)

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