

PROCESSING OF CYTOLOGY SPECIMENS IN THE MOB LABORATORIES (Excluding Pasadena MOB)

Purpose To define the Clinical Laboratory's policy on processing outpatient specimen(s) for Cytology.

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 All cytology specimens received at the MOB laboratories must have the appropriate fixative added prior to transporting to the Regional Laboratory for processing.

Specimen

- Body Fluids
- CSF
- Sputum
- Urine

Procedure


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><u>Note:</u> If there is no date and time of collection, write the current date and time as the collection on the Health Connect order.</p>
2	<p>Clinic Collect Specimens</p> <ul style="list-style-type: none">• Print labels from OE function in KRMS. <p>Lab Collect</p> <ul style="list-style-type: none">• Link orders in KPHC <i>Scheduled Orders Tab (SOT)</i>. <u>Note:</u> Refer to LAMC-PPP-0480, <i>How to Check In Patient(s) for Laboratory Services in KP Health Connect with Scheduled Orders</i>• Print labels from SO function in KRMS.

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Urine
 Specimens

1	<p>Urine Specimens:</p> <table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>20 or more mL</td> <td> <ol style="list-style-type: none"> <u>For Lab orders:</u> <ul style="list-style-type: none"> Aliquot, label, and prepare for transport. <u>For 'HOLD' Cytology orders:</u> <ul style="list-style-type: none"> Lab staff logs on to KRMS OE function to print label and attach to primary specimen container the generic order "URINE HOLD" for Cytology. Primary specimen container must be sent to 4867 Main Lab with HC order printout for cytology in Orange specimen bag. </td> </tr> <tr> <td>Less than 20 mL</td> <td> <ol style="list-style-type: none"> Print all labels for active order from KRMS using OE function. Send to Main Lab Send in Yellow <i>Special Handling Bag</i> [LAMC Cytology Specimen bag] and indicate "Short Samples" to alert staff. </td> </tr> </tbody> </table>	IF	THEN	20 or more mL	<ol style="list-style-type: none"> <u>For Lab orders:</u> <ul style="list-style-type: none"> Aliquot, label, and prepare for transport. <u>For 'HOLD' Cytology orders:</u> <ul style="list-style-type: none"> Lab staff logs on to KRMS OE function to print label and attach to primary specimen container the generic order "URINE HOLD" for Cytology. Primary specimen container must be sent to 4867 Main Lab with HC order printout for cytology in Orange specimen bag. 	Less than 20 mL	<ol style="list-style-type: none"> Print all labels for active order from KRMS using OE function. Send to Main Lab Send in Yellow <i>Special Handling Bag</i> [LAMC Cytology Specimen bag] and indicate "Short Samples" to alert staff.
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Body
 Fluids,
 including
 sputum and
 CSF

Step	Action						
1	Lab staff logs on to KRMS OE function to print 'HOLD' order for Cytology labels as designated below. CPPSF for all body fluids CPPSP for Sputum Primary specimen container must be sent to 4867 Main Lab with Health Connect order printout for cytology in an orange Cytology Specimen bag.						
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Controlled Documents The following controlled documents support this procedure.

Document Number	Document Name
LAMC-PPP-0123	<i>Standard Precautions and Safety Practices in the Laboratory</i>
LAMC-PPP-0127	<i>Infection Control</i>
LAMC-PPP-0128	<i>Universal Body Substance Precautions.</i>
LAMC-PPP-0132	<i>Handwashing Policy</i>
LAMC-PPP-0495	<i>Specimen Collection, Packaging and Transportation</i>
LAMC-PPP-0480	<i>How to Check In Patient(s) for Laboratory Services in KP Health Connect with Scheduled Orders</i>
LAMC-PPP-0459	<i>Complete Accessioning for Non-Cerner Accession Label</i>

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