

	DOCUMENT TYPE: <input checked="" type="checkbox"/> Procedure	ORIGIN DATE IN TITLE 21 11/01/2018
CLIA Lab Director: Dr. Gregory Pomper	LAB DEPARTMENT: Central Processing Lab	CONTACT: Central Processing Lab

APPLICABLE LABORATORY(S):

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

PROCEDURE STATEMENT

Cytology specimens received in the Central Processing Lab should be handled per the Cytology Lab requirements to ensure specimen quality is maintained.

SCOPE

- i. Procedure Owner/Implementer: Central Processing Lab
- ii. Procedure Prepared by: Central Processing Management
- iii. Who Performs Procedure: Central Processing Team Members

DEFINITIONS

- A. Procedure: A process or method for accomplishing a specific task or objective.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.

POLICY GUIDELINES

A. Procedure

Note: Appropriate personal protective equipment (PPE) must be worn when handling biohazardous specimens

1. Verify the contents of the biohazard bag match the packing list/specimen log. Initial and date the log or packing list. Place all samples and the packing list back in the biohazard bag.
2. If any labeling or missing specimen issues are encountered, email the lab_specimenissues_ap_DL distribution list using Cytology as the subject.
3. During routine Cytology Lab hours (Weekdays 0800-1700)
 - a. Place Cytology specimens, excluding Pap Smears in the Cytology bin on the shelf in the Tube Room.
 - i. Place Pap Smears in the Molecular Diagnostics (MD or PCR) bin.
 - b. Specimens will be delivered by the in-house courier periodically throughout the day.
 - i. If the in-house courier is not available, Cytology team members will pick up specimens.
4. During after-hours for the Cytology Lab (Weekdays 1700-0800, Weekends, and Holidays)
 - a. Cerebral Spinal Fluid (CSF)
 - i. Place specimens in the Cytology box in the Hematology walk-in refrigerator
 - b. Urine Specimens
 - i. Preserve specimens with an equal volume of Thin Prep Cytolyte (50/50)
 - ii. Record on the requisition "Cytolyte added" with your initials and the date
 - iii. Place specimens in the Cytology box in the Hematology walk-in refrigerator
 - c. Bladder Wash Specimens
 - i. Preserve specimens with an equal volume of Thin Prep Cytolyte (50/50)
 - ii. Record on the requisition "Cytolyte added" with your initials and the date
 - iii. Place specimens in the Cytology box in the Hematology walk-in refrigerator

- d. Pap Smear Specimens
 - 1. Place Pap Smears in the Molecular Diagnostics (MD or PCR) bin.
- e. All other specimens for Cytology testing
 - i. Place specimens in the Cytology box in the Hematology walk-in refrigerator

5. Printing a Cytology Order Requisition

- a. Open the patient's chart in Wake One
- b. Select "Order Inquiry"
- c. Click on the Cytology order
- d. Click on the "Order Number" hyperlink at the bottom of the screen
- e. Scroll down to "Reprint Inpatient Order Requisition"
- f. Click on the hyperlink
- g. Right Click
- h. Select Print

REFERENCES

None

RELATED PROCEDURES/POLICIES

None

ATTACHMENTS/LINKED DOCUMENTS

None

REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.