

Proctor Health Care, Inc & UnityPoint Health Proctor    Laboratory 4000	Page # 1 of 4	Section: GENERAL LAB	Policy #:
	Approved by:		Date:
	Date Revised/Reviewed: Supersedes		
	Policy Submitted by: Cindy Schroeder MT (ASCP)		
	JCAHO Standard: NA		
<b>POLICY ON: Cytology Orders, Histology Orders and Network Printer Communications</b>			

**I. POLICY STATEMENT: Orders for Cytology on body fluids must be acted on promptly by the general laboratory staff. The network printer (printer 92) will be checked frequently by all staff working in the areas of Chemistry, Hematology, Blood Bank and Microbiology. Histology samples need to be preserved and matched with a requisition before storage.**

**II. PURPOSE:** This policy will give technologists the guidelines to follow when a cytology or histology order is received in the general laboratory.

**III. GENERAL INFORMATION:** Orders for body fluid cytology are printed on the network printer in the middle of the general laboratory on the Proctor Campus. Each technologist will take ownership of the information that prints to this printer. This information may include Cytology, Blood Bank, Add-On Testing and Results from tests sent outside Proctor Campus.

**IV. PROCEDURE:**

- A. Look for paper communications that print on the network printer in the general lab as you pass by and frequently during your shift. **NEVER PLACE ORDERS/COMMUNICATIONS ON TOP OF THE PRINTER AND WALK AWAY.**
- B. Cytology orders will print and require finding the specimen.
  - 1. Look at the top of the order for the Patient Name, Medical Record number and birth date.
  - 2. Locate the Collection Information Section and find the specimen source and collection date and time. You now know what type of specimen has been sent or will be sent.
  - 3. On the order at the top middle right, locate the Released By section. This provides the name of the RN and to the right the department where the specimen originated.
  - 4. If you cannot find the specimen, immediately call the department and talk to the nurse about the specimen.
    - A. Samples that have not been collected should have a note written on the order stating when the sample will be arriving in the Lab. Photocopy the order and place a copy on the cart in Histology and one in the chemistry section by the racks of samples so it can be seen by all shifts.
  - 5. Once the sample is found, take the sample and printed order to Histology for transport to Methodist Campus. Samples delivered after hours for Cytology should be placed in the Histology refrigerator.
- C. Histology Samples should arrive with a paper requisition.
  - 1. Place preserved samples in the Histology Refrigerator and place the requisition on the cart.
  - 2. Specimens that are not in preservative should be checked for Culture Orders by looking at the requisition, in EPIC and/or calling the originating location for information regarding the sample.

3. If the specimen is received without formalin and will be sitting for **NO** more than one overnight period, the specimen may be placed in the Histology refrigerator.
4. If a specimen is received without formalin during the weekend, holiday or circumstances that would mean sitting for **MORE** than one overnight period, call the on call pathologist for further instructions. The pathologist will need to know what type of specimen and other information so have the requisition available when contacting them.
  - A. The On Call Pathology Schedule is posted in the Pathology Department at Proctor near the network printer.
  - B. The operator also has a list of the Pathologist on Call and can assist you.
5. Placentas
  - A. Most Placentas are sent to the lab in a bag and white bucket. These are placed in the tote in the walk-in cooler.
  - B. If a Placentas for Pathologist Examination is received in a white bucket with a **requisition**, formalin should be added to these specimens by filling the bucket approximately halfway while wearing gloves, labcoat and eye protection.
- D. Reference Lab Results will print to the general lab network printer. Results of tests sent to Reference Labs should have the cover sheet placed in a recycling box and the results placed in the designated holder or given to staff trained to enter results. The patient information should be concealed by placing the results upside down or covering with the provided opaque cover.
- E. Blood Bank Orders will print to the general lab network printer. The paper should be given to the technologist assigned to Blood Bank or covering for Blood Bank during breaks.
- F. Add-On Tests will print to the general lab network printer. They should be promptly ordered on the existing accession number of the specimen in the Lab. If the testing is STAT, add the designation to the test by appending –S to the test pneumonic. When the added test does not have an appropriate sample already collected, order the testing on a new accession number and facilitate the drawing of the sample.

**VI. MAINTENANCE AND STORAGE:**

- A. All policies and procedures are reviewed every two years by Laboratory Administration and or the Medical Director of the Laboratory or designee.
- B. The Laboratory Administration and Medical Director review policies and procedures when there are changes in practice standards, or requirements.
- C. All policies and procedures are reviewed every two years by staff or at the time new or revised ones are put in effect.
- D. All policies are retained 8 years after being discontinued or revised.
- E. All procedures are retained 2 years after being discontinued or revised

MMCI Laboratory is a CAP accredited facility, as of 7/1/11 the responsibility of new and/or substantially revised policies and procedures will be restricted the Laboratory Director whose name appears on the CLIA certificate, whose signature appears below. The biennial review will be completed by the Administrative Director.

Policy Created by: Cindy Schroeder MT(ASCP) Date: September 10, 2014

Medical Director Approval: \_\_\_\_\_ Date:

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<b>REVISION HISTORY</b>			
<b>Rev</b>	<b>Description of Change</b>	<b>Author</b>	<b>Effective Date</b>
1	Initial Release	C Schroeder	