

 Processing SOP Manual	Title: Histology: Tissue, FNA, IHC, and Non-GYN Cytology Procedure	
	SOP: Processing Department	Version: 1.0
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PURPOSE:

The purpose of this SOP is to instruct the user to on the proper way to order Tissues, Non-GYN Cytology, APO orders

SCOPE: Processing Department

RESPONSIBILITY:

All processors performing Histology Order Entry are responsible for reading, understanding, and competently performing this procedure.

EQUIPMENT: General Computer equipment with Antrim access.

SUPPLIES: N/A

PROCEDURE:

NonGyn Cytology: ALWAYS RUSH

1. Use the L4 Order Entry SOP to enter demographic information, or use the Specimen Receipt SOP to verify in Antrim
2. **Tests**
 - a. Scan requisitions with barcodes
 - b. Enter the test codes given if not a “scan” requisition
 - c. If not clearly marked or unsure then enter the generic **Non-GYN Test code 604100**
3. Place a requisition sticker on the requisition and verify the specimen has been labeled.
4. Place a requisition sticker on the Histology Log
5. Scan the requisitions and Histology Log using the Requisition Imaging Procedure.
6. Place the requisitions back in the appropriate specimen bag and deliver to Histology.
 - a. After hours:
 - i. Non-fixed is stored in the refrigerator
 - ii. Fixed is stored at room temperature
7. Hold problems are kept in Processing until resolved.
 - a. Place the EXCEPT label on the Histology Log so that the department knows it is a hold problem.

Tissue with a Histology Requisition: PRIORITY SPECIMENS

1. Use the L4 Order Entry SOP to enter demographic information, or use the Specimen Receipt SOP to verify in Antrim
2. **Tests**
 - a. Scan requisitions with barcodes
 - b. Enter the test codes given if not a “scan” requisition
 - c. If not clearly marked or unsure then enter the generic **APO Test code 799100**
 - d. **NOTE: Columbia Derm specimens will have client number 1099 or 923 written/stamped on the requisition**
 - i. **If client number is NOT MARKED for Columbia Derm, use client ID 2589**
3. Place a requisition sticker on the requisition and verify the specimen matches the name and number of specimens on the requisition (do not label).

4. Place a requisition sticker on the Histology Log
5. Scan the requisitions and Histology Log using the Requisition Imaging Procedure.
6. Place the requisitions back in the appropriate specimen bag and deliver to Histology.
 - a. After hours:
 - i. Non-fixed is stored in the refrigerator
 - ii. Fixed is stored at room temperature
7. Hold problems are kept in Processing until resolved.
 - a. Place the EXCEPT label on the Histology Log so that the department knows it is a hold problem.

FNA Collection Kits: ALWAYS RUSH

1. These kits will come with an Thyroid/FNA Requisition
2. Remove all items from kit. Return box and foam insert to Supplies
3. Use the L4 Order Entry SOP to enter demographic information, or use the Specimen Receipt SOP to verify in Antrim
4. **Tests**
 - a. Scan requisitions with barcodes
 - b. Enter the test codes given if not a “scan” requisition
 - c. Use the Thyroid Requisition in L4
 - i. These will be marked with **4405, 4410, or 4400**-requires source to be entered.
5. Place a requisition sticker on the requisition and verify the specimen has been labeled.
 - a. If an RNA microtube is sent, label with a REQ sticker and send to Cytology to file.
6. Place a requisition sticker on the Histology Log
7. Scan the requisitions and Histology Log using the Requisition Imaging Procedure.
8. Place the requisitions back in the appropriate specimen bag and deliver to Histology.
 - a. After hours:
 - i. Non-fixed is stored in the refrigerator
 - ii. Fixed is stored at room temperature
9. Hold problems are kept in Processing until resolved.
 - a. Place the EXCEPT label on the Histology Log so that the department knows it is a hold problem.

UROVYSION Order Processing

1. These specimens will usually come with a NonGyn Cytology Requisition
2. Use the L4 Order Entry SOP to enter demographic information, or use the Specimen Receipt SOP to verify in Antrim
3. **Tests**
 - a. Order tests as marked
 - b. If test is not clearly marked, order as 35141 and 9060 for hold problem.**
 - i. Place in refrigerated bin**
 - ii. Place label on Histology Log**
 - iii. Give exception sheet directly to client services to resolve order**
4. Place a requisition sticker on the requisition and the specimen.
5. Place a requisition sticker on the Histology Log
6. Scan the requisitions and Histology Log using the Requisition Scanning Procedure SOP
7. Place the requisitions back in the bag
8. Place in refrigerator in appropriate bin for Urovysion.
9. Hold problems are sent to Histology and **NOT KEPT IN PROCESSING**
 - a. Place the specimen in the appropriate refrigerator bin for Urovysion

Immunohistochemistry Orders (IHC)

1. These specimens will come with an IHC Requisition
2. Use the L4 Order Entry SOP to enter demographic information, or use the Specimen Receipt SOP to verify in Antrim
3. **Tests**
 - a. Specific stains are not ordered separately in processing
 - b. Order 708000 IHC test code**
4. Place a requisition sticker on the requisition and verify the specimen has been labeled.
5. Place a requisition sticker on the Histology Log
6. Scan the requisitions and Histology Log using the Requisition Imaging Procedure
7. Place the requisitions back in the bag and deliver to Histology.
 - a. After hours:
 - i. Non-fixed is stored in the refrigerator
 - ii. Fixed is stored at room temperature

Slide Prep Only (yellow sticker)

1. These specimens will come with a bright yellow sticker with the client number and **code 7500**
2. Use the L4 Order Entry SOP to enter demographic information, or use the Specimen Receipt SOP to verify in Antrim
3. **Tests**
 - a. Order 7500 test code from bright yellow label**
 - b. NOTE: Swann Dermatology 4151 client ID printed on label.**
 - i. If client ID is not printed, use client number 4152 on Swann only**
 - c. NOTE: Columbia Derm specimens will have client number 1099 or 923 written/stamped on the requisition**
 - i. If client number is NOT MARKED for Columbia Derm, use client ID 2589**
4. Place a requisition sticker on the requisition and verify the specimen has been labeled.
5. Place a requisition sticker on the Histology Log
6. Scan the requisitions and Histology Log using the Requisition Imaging Procedure
7. Place the requisitions back in the bag and deliver to Histology.
 - a. After hours:
 - i. Non-fixed is stored in the refrigerator
 - ii. Fixed is stored at room temperature

Specimen Routing

1. All Histology and NonGyn Cytology is ordered in processing
2. A requisition sticker is placed on the log sheet
 - a. Use an exception sticker if it is a hold problem
3. Scan each batch of requisitions including the Histology Tissue Log
4. Place requisitions back into box/bag
5. Sign and date log sheet
6. Take to histology and get verbal confirmation that they are aware of specimens
7. Check the Histo Bin located next to the recycle bin in processing for additional paper orders

REFERENCES:

RELATED DOCUMENTS: N/A

APPENDIX: N/A