**Purpose:** To provide instructions to clinical lab staff for processing body fluids.

**Key Points:**

1. Body fluid with cell count order only:
	1. Perform cell count and order Path Review
	2. Place print out with slide labels in bin and slides in box
2. Body fluid with cytology non-pap order only:
	1. Mix specimen and aliquot off specimen for Wright stained slide to be made
	2. Place the original specimen container & cytology requisition in the cytology bin within the walk-in cooler.
	3. Log specimen into Pathology lab
	4. Hang sign in window
	5. Prepare Wright stained slide and place in cytology bin and hang sign in the window
3. Body fluid with cell count and cytology non-pap orders:
	1. Mix specimen and aliquot off specimen for cell count and Wright stained slide to be made
	2. Place the original specimen container & cytology requisition in the cytology bin within the walk-in cooler.
	3. Log specimen into Pathology lab
	4. Hang sign in window
	5. Perform cell count
	6. Prepare Wright stained slide and place in cytology bin and hang sign in the window

**Instructions:**

**Accessioning staff**

1. Take the specimen from the fluid bin and enter initials in Lab personnel processing sample column of the Fluid Log Sheet.
2. Search for clinical lab orders in the Sunquest LIS.
3. If a clinical lab test is ordered for cytology, deliver the specimen to Hematology and verbally notify a tech of the specimen.
4. Enter the initial of the tech notified in the tech initial column of the Fluid Log Sheet.

 **Hematology staff**

1. Record the total estimated volume on the order requisition.
2. Process the specimen per the Sunquest orders.
3. Body fluid with cell count order only:
	1. Prepare Wright stained slide labeled with two patient identifiers (full name and accession number).
	2. Order path review (PREV) in the Sunquest LIS.
	3. Place Wright stained slide along with the Sunquest label in the slide box designated for pathologist review.
4. Body fluid with cytology non-pap order only:
	1. Mix specimen thoroughly and aliquot off specimen for Wright stain to be performed.
	2. Place the original specimen container & cytology requisition in the cytology bin within the walk-in cooler. Do not send directly to LabCorp.
	3. Log specimen into the ARMC Cytology Specimen Log.
	4. Hang colored sign in window of walk-in cooler door leading to the pathology lab to notify pathology staff that a specimen has been placed in the bin.
	5. Prepare Wright stained slide labeled with two patient identifiers (full name and medical record number).
	6. Place stained slide in a protective container in the cytology bin within the walk-in cooler.
	7. Hang colored sign in window of walk-in cooler door leading to the pathology lab to notify pathology staff that a specimen has been placed in the bin.
	8. Body fluid with cell count and cytology non-pap orders:
5. Mix specimen thoroughly and aliquot off specimen for cell count and Wright stain to be performed.
6. Place the original specimen container & cytology requisition in the cytology bin within the walk-in cooler. Do not send directly to LabCorp.
7. Log specimen into the ARMC Cytology Specimen Log.
8. Hang colored sign in window of walk-in cooler door leading to the pathology lab to notify pathology staff that a specimen has been placed in the bin.
9. Perform cell count.
10. Prepare Wright stained slide labeled with two patient identifiers (full name and medical record number).
11. Place stained slide in a protective container in the cytology bin within the walk-in cooler.
12. Hang colored sign in window of walk-in cooler door leading to the pathology lab to notify pathology staff that a specimen has been placed in the bin.