

Processing Flow Cytometry Specimens

Purpose

To provide processing instruction for FLOW CYTOMETRY specimens.
To ensure the following:

- Specimens are processed to the testing laboratory in a timely manner.
- Orders accompany the specimen and are placed in the LIS.
- Follow Procedure A: During Pathology Hours
- Follow Procedure B: After Pathology Hours

Specimen Types

Tissue	Bone Marrow	Peripheral Blood
CSF	Other Fluids	

Procedure A

For specimens received during regular Pathology Hours (M-F 0730-1700), take the specimen to the Pathology department. Follow the steps outlined below:

The Pathology Assistant will:

Step	Action
1	Transcribe physician orders (from Cytology or Pathology Requisition) to the SMCS Flow Cytometry Requisition.
2	Package specimen(s) appropriately.
3	Call for courier to transport specimen(s) to SMCS Flow Cytometry Laboratory. Call Flow Cytometry to notify them that a specimen will be sent to them.
4	Provide copy of SMCS Flow Requisition to the General Laboratory Specimen Processing for the placing of orders in LIS

The Laboratory Computer Operator will:

Step	Action
1	Call and notify Flow regarding specimen and orders.
2	Place orders in the LIS using the test mnemonics provided on the coded SMCS Flow Requisition.
3	Call Floor and request patient demographics (Face sheet).
4	“Track” the specimen. (Refer to <i>Tracking to Sutter Affiliate</i>)
5	Include <i>Integrated Oncology – Hematology/Oncology requisition</i> form for further testing.
6	Send the sample to Flow Cytometry on the next routine courier. (Refer to Sample Preparation for transport to a Sutter Affiliate). Samples for Flow Cytometry that are received after 1530 will be sent to SMCS via STAT Courier.
7	File in ‘Pending Misc’ file cabinet.(Behind clerical)

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Processing Flow Cytometry Specimens, Continued

Procedure B For specimens received **AFTER** regular Pathology Hours, the Laboratory Computer Operator will follow the steps outlined below.

Step	Action
1	Time stamp the Cytology or Pathology Requisition. Often times multiple specimens will be received. Any slides or specimens received in Bouin's fixative should NOT be sent to SMCS, these should be taken to the Pathology Lab with a copy of the requisition slip. Do not add formalin to the specimen that is in Bouin's fixative. The only specimens that should be sent to SMCS are green top tubes (sodium heparin).
2	Pull a SMCS pre-coded Flow Requisition, <ul style="list-style-type: none">• Fill out patient information• Mark the appropriate Test Codes
3	Place orders in the LIS using the test mnemonics provided on the pre-coded SMCS Flow Requisition.
4	"Track" the specimen.
5	Package the specimen(s) with: <ul style="list-style-type: none">➤ 1 copy of the original Cytology or Pathology Requisition,➤ 1 copy of the code SMCS Flow Requisition, and the tracking sheet.
6	Call for a courier to have specimen transported to SMC Flow Laboratory ASAP.
7	Call SMCS Laboratory (general lab, as the Flow Lab will be closed), to notify them of arrival of the specimen.
8	Place the Flow Requisition, SMCS requisition and tracking list copies (stapled together) into the "IN BOX" in the Clerical area.

Appendixes

- Appendix A: Flow Cytometry Orders, Sac Sierra Region
- Flow Cytometry Process Flow Chart

End