

HANDLING OF CYTOLOGY SPECIMENS

General Instructions:

1. Cytology supplies for non-hospital clients can be obtained through the Referral Laboratory Supply Room, (513) 585-6783. Supplies for hospitals can be obtained from their purchasing department or cytology laboratory.
2. Specimens must be labeled with the patient's name, patient's ID number, and specimen source. If slides are sent, the patient's name must be written on the frosted end of the slide. (Refer to "Rejection of Specimen").
3. Attach a completed cytopathology requisition request to the specimen either by a biohazard specimen bag or, if sending a larger container, attach by using a rubber band. (See "Completion of Cytopathology Requisition")
4. Deliver the specimen to the cytology department during the normal office hours. (See "Office Hours"). Physician office specimens will be picked up by the Alliance courier and dropped off at the Core Cytology Laboratory.

NOTE: There is considerable cell destruction in unrefrigerated specimens, which may hinder the cytologic diagnosis. If no refrigerator is available, obtain CytoLyt™ preservative from the supply room or cytology laboratory.

5. Specimens requiring both cultures and cytology should be taken to microbiology immediately. **DO NOT PLACE SPECIMEN IN ANY FIXATIVE.** When at all possible separate into two specimens at time of collection. Fill out a cytology requisition and a microbiology requisition.
6. All STAT or RUSH specimens should be indicated as such on the test requisition.
7. All cytology non-gyn specimens will have a turnaround time of 1-2 working days excluding weekends and holidays. Gynecological specimens will have a 14-day turnaround time.