

REJECTION OF CYTOPATHOLOGY SPECIMENS

General Information:

1. ANY syringe with an intact needle will automatically be rejected by the Laboratory. The originating site will be notified and an incident report will be filed.
2. Specimen containers must be labeled with the patient's name. If the container is not clearly identified, the originating site will be notified and held responsible for identifying the specimen container.
3. Any specimen received with an incomplete requisition will be rejected until all of the following information is provided:
 - Nature of specimen
 - Patient name
 - Patient number
 - Billing number
 - Gender
 - Originating department
 - Physician name
 - Collection date
 - Pertinent history
4. Any specimen submitted improperly which cannot be physically salvaged or processed will be rejected. For example: slides broken beyond repair.
5. All slides submitted for cytologic evaluation will be rejected if not labeled with the patient's name on the frosted end of the slide. The originating site will be notified and responsible for coming to the Laboratory and identifying the slides before processing will begin.

If the specimen is from a doctor's office, the specimen will be sent back to the office accompanied by a rejection form indicating why the specimen was rejected (pap smears).

<p>Every reasonable effort will be made to salvage and process Non-Gyn specimens.</p>
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