

Advanced Pathology Laboratory

Gynecologic Pathology Specimen Submission

Specimen procurement encompasses all activities from the removal of the specimen to its acceptance by the pathology laboratory. Accordingly, this process requires close cooperation and communication between the clinician, the nursing staff and clerical in the office; and technical staff of the laboratory.

1. **Specimen procurement:** The procurement of specimens for histologic evaluation consist of the following elements:
 - 1.1. **Patient and specimen identification:** Correct identification of the patient and integrity of identification, from specimen removal to accessioning within the laboratory, are essential. The physician or nursing staff **must** ensure that the patient identification information submitted to the laboratory is rigorously compared to the patient who is the source of the specimen. Proper identification **must** be on the container and should include at least:
 - 1.1.1. Patient's full name
 - 1.1.2. Unique identifying number, if available
 - 1.1.3. Date obtained
 - 1.1.4. This identifying information **must** match the information on the pathology requisition form. The information **must** be affixed on the body of the specimen container, rather than on the lid, as the latter may be inadvertently transferred.
 - 1.2. **Requisition form (Form # 027):** A requisition form **must** accompany all specimens, and all identifying information on the requisition **must** match that on the specimen containers. The information sections on the requisition are: *Patient Information; Procedure Information, General; Procedure Information, Specific; and Special Instructions and Requests*. All pertinent items in requisition form should be completed. If the requested information is not applicable, for example prior surgery or biopsy, please indicate "none". ICD-9 code can substitute for a narrative diagnosis. Check all appropriate "Yes" and "No" options in *Clinical Status* section.
 - 1.3. **Fixation:**
 - 1.3.1. All biopsy specimens should be put in plastic containers in 10% Formalin.
 - 1.3.2. For conventional Pap smears and liquid-based specimens see specific procedures.
 - 1.4. **Specimen submission:** In the event where biopsy procedure produces multiple specimens requiring separate identification and processing, the individual specimens **must** be placed in separate containers. The label affixed to that container, in addition to the patient's ID label and nature of specimen, **must** also bear the designation: Specimen #1, Specimen #2, etc. Multiple part specimens require only a single Cytopathology Requisition form, but the number and designation of the location of each of the parts submitted **must** be included on that requisition form.
 - 1.5. **Transportation:** The specimen container lid **must** be tightly closed to prevent any leak. All containers obtained during a procedure should be placed in the front zipper packet of a biohazard specimen bag marked "SPECIMEN ONLY". The bag should be zipped close. The related requisition should be placed in the back jacket of the bag. The specimens then should be transferred to designated place for transport to the laboratory.