

Cytology Specimen Requisition

FORM # 2200 LB013

When submitting cytology specimens (non-gynecological or non pap smears) to the laboratory, a requisition is required in order to process and screen the specimen. The requisition should contain the following information:

1. Patient's full name, address, date of birth, sex, medical record number and/or social security number. Addressograph is acceptable.
2. Specimen collection date, time, collecting physician (REQUIRED), assistant (if applicable) and full name of physicians needing copies of results.
3. Specimen Type: Include appropriate body site, under which you will choose the appropriate box or write in. The specimen requires that the patient's full name, medical record number and/or social security number and specimen type be labeled on the specimen container.
4. Provide patient's history to include relevant past diseases, applicable clinical information and any specific instructions (special staining).
5. Stat orders should be written clearly by writing "STAT" on the front of requisition.
6. Package specimen and requisition in a biohazard bag.

NOTE: When submitting specimens from different anatomic sites from the same patient collected simultaneously, submit them in separate biohazard bags with their own completed requisition. Different accession numbers are assigned to each anatomic site and there will be separate reports issued for each site collected.

Failing to follow Pocono Medical Center's Cytology/Pathology Laboratory Policy will result in rejection of the specimen. The specimen will be sent back to the clinician's office, which may cause delays in patient care.

*****The office will be notified by phone before any specimens are sent back*****

Pocono Medical Center's Cytology / Pathology Laboratory recommends that specimens being prepared in the clinician's office have the presence of a Cytotechnologist or Pathologist for rapid assessment. This will ensure that the specimen is adequate for evaluation and that the patient will not have to redo the procedure. For rapid assessment assistance, please contact the Pocono Medical Center's Cytology / Pathology Laboratory for more information.