

Anatomic Pathology Specimen Identification and Labeling

Cytology (Non-Gynecological) Specimens

1. All **specimen containers** for fluids, urine, brushings, etc. MUST be labeled with the following:
 - a. Patient's full legal first and last names.
 - b. Date of birth OR
 - c. Clinic medical record number.
 - d. Site/source of fluid, including laterality (right or left) as applicable.
 - 1) Note: Do NOT use name of procedure as site/source (e.g. use "abdominal" NOT "paracentesis" fluid; use "pleural" NOT "thoracentesis" fluid, etc.).
 - e. Date and time of collection.
2. Additionally, any container MUST be initialed by collecting personnel.
 - a. Specimens with removable lids need the primary container labeled, not the lid.
3. Any **glass slide** is considered to be a "primary container", and requires the following:
 - a. Patient's full legal first and last names written in **pencil** on the frosted end of slide.
 - 1) Note: Do NOT use ink or marker (washes off during processing).
 - b. Date of birth OR
 - c. Clinic medical record number.
 - d. Site/source, including laterality (right or left) and laterality (upper, lower, inferior, superior, etc.) as applicable.
4. Slides must also indicate whether they were air dried or spray fixed.
 - a. Write "AD" for air dried and "Fix" for fixed as applicable on slides under name, date of birth/MR#, and site/source.
5. A patient's registration label may be placed on the outside of a slide holder in addition to labeling individual slides.
 - a. It is NOT acceptable to label the slide holder in lieu of labeling individual slides.
 - b. Unlabeled slides will NOT be accepted.
6. All **test requisitions** MUST contain the following:
 - a. Patient's full legal first and last names.
 - b. Date of birth.
 - c. Clinic medical record number.
 - d. Site/source of specimen.
 - e. Date and time of collection.
 - f. First initial and full last name of collecting personnel.
7. Information on specimen containers/slides must exactly match information on test requisitions.
8. Identification and/or labeling issues may result in delay of testing and results.
9. Refer to the Cytology Collection Guide on CHI Health Laboratory website for specific information on specimen requirements and collection techniques.

3/22/17