

Cytopathology Policy and Specimen Collection

General Specimen Acceptance Policy

The following information **MUST** be included on the specimen and/or requisition for PAP Smears & non-gynecological specimens.

- Patient's legal name and date of birth written on **both** the specimen and requisition
- All specimens must have a cytology requisition form
- Requisitions must include specimen source and clinical history
- Clinician full name
- Patient's telephone number
- Patient's insurance information (insurance company name and address, policy number [including prefix], and group number).
- Specimen type:
 - High risk
 - Diagnostic
 - Routine Screening
- For non-gynecologic specimens, refer to specific cytology test procedure in the Logan Health Test Catalog, <https://logan.testcatalog.org> for collection instructions.
 - Slides broken during transit will be processed unless 40% or greater of the slide is broken beyond repair. The Cytology Department will contact the clinician if a slide must be returned.
- Place vial and completed "Cytology Requisition" into a specimen bag and send to the Logan Health laboratory.

For patient safety, specimens/requisitions that do not meet the above criteria will not be processed until all issues are resolved, this may create a delay in turnaround time. To avoid unnecessary delays, PLEASE follow the instructions carefully. Unlabeled specimens or a non-match of a patient name on the requisition and specimen will be returned to each office.

Please Contact Cytology with any questions, 751-5762

Pap Test Information

<https://logan.testcatalog.org/>

- **Preferred Method**

ThinPrep®, also used for Gonorrhea, Chlamydia and HPV testing.

- **Patient preparation:**

The optimal time for collection of the Pap smear is 2 weeks after the first day of the last menstrual period. The patient should be instructed not to use vaginal medications, spermicides, or douches 48 hours prior to collection. The patient should also refrain from intercourse 24 hours prior to collection. If patient has douched or is menstruating, collection of a cervical specimen is not recommended.

- **Preparation of the cervix:**

Warm water is the preferred method used to lubricate the speculum. To lessen discomfort, use sparingly only a **Carbomer-Free Lubricant**. All other lubricants should be avoided as it often obscures cellular material, thereby making cytologic evaluation difficult or impossible. The speculum must be positioned so that the outer surface of the cervix appears at the end of the instrument, since a specimen from this area is necessary for adequate specimen collection. Remove excess blood, mucus, or inflammatory material with a cotton swab prior to taking the smear.

- **How long can a GYN specimen collected in PreservCyt be held for ThinPrep Pap Testing?**

GYN specimens collected in PreservCyt may be held for up to 6 weeks at temperatures between 15-30° C following collection and prior to processing for the ThinPrep Pap Test. KRMC Cytology retains GYN specimens for **one month** after receipt.

- **How long are cells preserved in CytoLyt (Non-GYN)?**

Cells are preserved in CytoLyt for 8 days at room temperature.

- **Materials supplied by Kalispell Regional Medical Center Laboratory**

- Endocervical Brush/Spatula, Broom like device.
- ThinPrep® preservative vial
- "Cytology Requisition"

- **Hormonal Evaluation (Maturation Index)**

ThinPrep® Method:

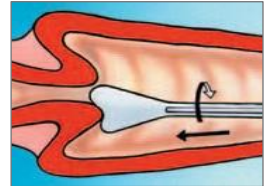
1. Instruct the patient not to douche for 24 hours before obtaining specimen. If the patient has douched or is menstruating, collection of sample is not recommended.
2. Label collection vial with patient's legal name (first and last), date of birth, and the letters "HE" (i.e., hormonal evaluation).
3. Moisten a speculum with warm water and insert. **DO NOT use lubricant.**
4. Collect specimen using the Broom Like Device, SCRAPING ONLY FROM THE LATERAL VAGINAL WALL some distance from the cervix. If also submitting an ectocervical/endocervical specimen for PAP Smear evaluation at this time, please note that this specimen is **NOT** appropriate for hormonal evaluation.
5. Place the Broom Like Device containing the specimen directly into a vial of ThinPrep® PreservCYT solution. (Rinse the brush).
6. Forward specimen promptly to the laboratory with a completed "Cytology Requisition." **BE SURE TO MARK "HORMONAL EVALUATION"**. PLEASE provide appropriate clinical history.

ThinPrep® PAP Test Specimen Collection Reference

Endocervical Brush/Spatula Protocol

Obtain...

...an adequate sampling from the ectocervix using a *plastic* spatula.



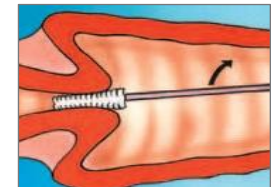
Rinse...

...the spatula as quickly as possible into the PreservCyt® Solution vial by swirling the spatula vigorously in the vial 10 times. Discard the spatula.



Obtain...

...an adequate sampling from the endocervix using an endocervical brush device. Insert the brush into the cervix until only the bottom-most fibers are exposed. Slowly rotate $\frac{1}{4}$ or $\frac{1}{2}$ turn in one direction. DO NOT OVER-ROTATE.



Rinse...

...the brush as quickly as possible in the PreservCyt Solution by rotating the device in the solution 10 times while pushing against the PreservCyt vial wall. Swirl the brush vigorously to further release material. Discard the brush.



Tighten...

...the cap so that the torque line on the cap passes the torque line on the vial.



Record...

...the patient's name and ID number on the vial.
...the patient information and medical history on the cytology requisition form.



Place...

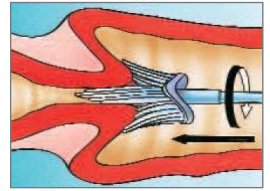
...the vial and requisition in a specimen bag for transport to the laboratory.



Broom-Like Device Protocol

Obtain...

...an adequate sampling from the cervix using a broom-like device. Insert the central bristles of the broom into the endo-cervical canal deep enough to allow the shorter bristles to fully contact the ectocervix. Push gently, and rotate the broom in a clockwise direction five times.



Rinse...

...the broom as quickly as possible into the PreservCyt[®] Solution vial by pushing the broom into the bottom of the vial 10 times, forcing the bristles apart. As a final step, swirl the broom vigorously to further release material. Discard the collection device.



Tighten...

...the cap so that the torque line on the cap passes the torque line on the vial.



Record...

...the patient's name and ID number on the vial.

...the patient information and medical history on the cytology requisition form.



Place...

...the vial and requisition in a specimen bag for transport to the laboratory.



The Test You Trust

