

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. Medical Record Number
 - d. Site/Source of fluid, including laterality (right or left) as applicable.
 - i. 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.
 - i. Note: Do **NOT** use ink or marker (washes off during processing).
 - b. Date of birth **OR**
 - c. Medical Record Number
 - d. Site/Source of fluid, including laterality (right or left) and orientation (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 slide 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.
 - c. Do **NOT** place labels or stickers of any kind on slides.
6. All **test requisitions** **MUST** contain the following:
 - a. Patient's full legal first and last names.
 - b. Date of Birth
 - c. Medical Record Number
 - d. Site/Source of specimen
 - e. Date and time of collection.
 - f. First initial and full last name of collection 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 Lab website (chihealth.com/services/laboratory) for specific information on specimen requirements and collection techniques.