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A MEDICAL CORPORATION

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CYTOLOGY SPECIMEN ADEQUACY AND CRITERIA FOR REJECTION OF SPECIMENS

PURPOSE: This protocol is adopted and followed to ensure correct patient identification and specimen integrity. The protection of office, logistics and processing personnel from potentially biohazardous material is also addressed in this protocol.

PRINCIPLE: When a specimen is rejected, the specimen and the accompanying requisition are returned to the Physician's office that submitted the specimen, with the reason for rejection indicated. The indicated deficiency should be corrected and the specimen returned to the laboratory, or a new specimen submitted if necessary.

SPECIMENS WILL BE REJECTED IF:

1. The container and/or slides are not properly labeled with the patient's name and ID number.
2. The requisition contains incomplete patient information.
3. The specimen is of insufficient quantity for cytologic evaluation, as determined by the nature of the specimen.
4. The specimen has not been delivered to the laboratory in sufficient time for adequate preservation.
5. The specimen is unsuitable for cytologic evaluation (e.g. feces or swab).
6. The identification of the specimen is doubtful (i.e. name on requisition and that on specimen container do not match). Note: every reasonable effort will be made to correct such an error so that the test may be completed.
7. Contamination of the specimen is obvious (i.e. food in sputum specimen) and would preclude accurate cytologic evaluation.
8. Material has been added to the specimen that would make cytologic evaluation impossible or inaccurate (i.e. formalin fixative or bacteriologic media).
9. Slides are received unfixed ("air-dried").
10. The specimen is submitted in a syringe with or without needle attached.
11. The specimen is not contained within a "biohazard"  bag.