



**LABORATORY SERVICES  
TECHNICAL PROCEDURE**

<b>TITLE: SPECIMEN COLLECTION FOR CYTOLOGY</b>		
<b>PROCEDURE NUMBER: SC075.2</b>		
PERFORMING SITE(s): University Hospital, Drake Center		
EFFECTIVE DATE: 11/1/12	SUPERSEDES: 7/1/10	RETIRED DATE:
AUTHOR: Catherine Cronin MT(ASCP)		
METHOD COMMITTEE: Lab Support		
MEDICAL DIRECTOR: Signature on file.		DATE: on file
ANNUAL REVIEW (SIGNATURE/DATE):		

<b>REVISION HISTORY</b>		
VERSION	DATE	SUMMARY OF CHANGES
SC075.1	7/01/10	Addition of UC Health Logo. Removed references to non UC Health laboratories. Associate review not required.
SC075.2	11/1/12	Changed to UC Health Lab Logo. Associate review not required.

**I. Purpose:**

Careful collection and prompt delivery of a cytology specimen is necessary to ensure accurate test results.

**II. Responsibility:**

All health care workers who collect cytology specimens.

**III. Materials:**

See [www.LabCorp.com](http://www.LabCorp.com) for the appropriate specimen collection container.

**IV. Procedure:**

1. Go to [www.LabCorp.com](http://www.LabCorp.com) to obtain the appropriate collection instructions and collection container for the type of cytology specimen that you are collecting.
2. Before collecting the specimen ask the patient to tell you their name and date of birth. Compare this information to the information on the requisition and the patient's arm band. Any discrepancies must be corrected prior to collecting the specimen.
3. After collecting the specimen label it with the patient's full name, date of birth or medical record number, the collection date and time and the collector's initials. The labeling of the specimen must occur while at the patient's bedside.
4. Place the specimen in a red biohazard specimen bag. Place the requisition in the outer compartment.
5. Hand deliver the specimen to the laboratory. **Do Not send the specimen through the tube station.**