Bronchoscopy & Endoscopy
How to handle material obtained by Fine Needle Aspiration when Cytopathology staff is not available

Requisitions
The FNA can be ordered in Cerner or a paper “Request for Fine Needle Aspiration” requisition can be used. All requisitions must be filled out completely to include the following (see next page):
Note: A separate requisition (or Cerner order) must be filled out completely for EACH FNA site collected on the same patient.
1. Place patient identification label in upper left box.
2. Specimen Source – Write the FNA body site in the box labeled “Source”.
3. Write “Deliver to Cytology” at the top of the requisition.
4. Clinical history- Fill in the pertinent clinical history.
5. Report sent to- Write the name of the clinician(s) (first and last name) and pager number.
6. ICD-10 code for all outpatients (Not necessary for inpatients, so just write “IP” )
7. Diagram box- can be used for additional information, diagram of lesion aspirated etc.
8. FNA Performed By:- write the name of the clinician performing the procedure
9. FNA location- circle the location (bronchoscopy or endoscopy)
10. Write the date and time the FNA is collected.

Identification of Containers with needle rinses or cyst fluid
The container must have the following info (may use pt. label for 1&2):
1. Patient’s full name
2. A second patient identifier, i.e. medical record number.
3. The body site
   **Staff initials, and date and time of collection must be hand-written on the label**

Slide identification (if using)
1. On the frosted end of slide, using a PENCIL write the patient’s full name and second patient identifier, i.e. medical record number. Do not use ink as ink will wash off when the slide is stained. Write the body site on each slide.
2. Allow material to dry then place slides in a plastic slide holder. Label the slide holder with a patient label and FNA body site
   ❖ For slide holders, contact 6-2591 between 8:30 am and 4:30 pm Monday through Friday and give location. A cytology staff member will deliver the holders the next time they come for a procedure.

FOR FINE NEEDLE ASPIRATION MATERIAL:
1. If preparing slides from the aspirated material: label the slide(s) according to instructions listed above, place drop on slide, smear with another slide, and rinse needle in RPMI.
   ❖ Needles can be rinsed in RPMI without preparing slides if so desired.
2. Cyst fluid: place it in an empty tube. Do not add fixative to the tube (no alcohol, no formalin).
   *KEEP REFRIGERATED AFTER COLLECTION*

Specimen Transport:
1. Place folded requisition sheet in outside pocket of a plastic biohazard specimen bag
2. Place labeled formalin or RPMI containers and slide holders inside bag and seal.
3. Have specimen delivered to Anatomic Pathology Gateway 6th Floor, attention Cytology
**DEUVER TO CYTOLOGY**

**VCU Health System / MCV Hospitals & Physicians**

**REQUEST FOR FINE NEEDLE ASPIRATION**

**ACCESSION #**

**Source**

Pancreas, Head Mass

**HX:**

50 year old patient with 5 cm mass in the head of the pancreas, inpatient.

**REPORT SHOULD BE SENT TO (PLEASE ENTER MCV DELIVERY LOCATION)**

1. Dr. Doe pager 1234

**ICD-9 DIAGNOSIS CODE**

**REQUIRED**

1P

**diagram**

Optional

**FNA Performed by:**

Pathologist:

Resident/Fellow:

Radiologist: John

Clinician: Dr. Doe

Other:

Special Instructions:

**ADDITIONAL PREPARATIONS:**

Cyst Fluid_________ cc  Cytospins_________ Needle Rinse/Cell Block_________ Core Biopsy:

Flow Cytometry IHC ER/PR/Her2/neu Special Stains

TDAAC Molecular Dx

**PRELIMINARY DIAGNOSIS:**

Leave Blank

**Location:**

Endoscopy

CT

US

Other

**2/2/18 5:30 pm**