

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

* DELIVER TO CYTOLOGY *

VCU Health System

MCV Hospitals and Physicians

VCU Health System / MCV Hospitals & Physicians

Richmond, VA 23298 • Phone (804) 828-7284 (PATH)

REQUEST FOR FINE NEEDLE ASPIRATION

PLACE STAMP OR LABEL HERE		ACCESSION #	
[Patient label here]		[Leave Blank]	
MEDICAL RECORD NUMBER		SOURCE	
SSN		Pancreas, Head Mass	
PATIENT NAME LAST		FIRST	
HX:			
50 year old patient with 5cm mass in the head of the pancreas, inpatient.			
REPORT SHOULD BE SENT TO (PLEASE ENTER MCV DELIVERY LOCATION)		ICD-9 DIAGNOSIS CODE	
Dr. Doe pager #1234		REQUIRED IP	

diagram [Optional]	FNA Performed by:	Location:
	Pathologist:	FNA Clinic
	Resident/Fellow:	Brönchöscopy
	Radiologist:	Endoscopy 2/3/18
	Clinician: <u>John Dr. Doe</u>	CT
	Other:	US 5:30pm
	Special Instructions:	Other

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]