

SPECIMEN ACCEPTANCE AND REJECTION

I. PRINCIPLE

Occasionally there is reason for a cytology specimen rejection. Listed below are some instances when specimens will be considered unacceptable. (These specimens will not be processed until correctly identified by the physician, registered nurse (RN) or nurse practitioner (NP) familiar with the case.

1. Unacceptable
 - a. Unlabeled specimens or slides.
 - b. Labeling on the specimen does not correspond with the labeling on the cytopathology requisition.
 - c. Slides broken beyond repair: (See 2e. below).
 - d. Specimen received without requisition.
 - e. Specimen in syringes with needles attached.
 - f. Specimen in Pleur-Evac chest drainage system containers.
 - g. Excessive amounts of body fluid - only specimen up to one liter is needed. Volumes greater than one liter will not be accepted by the lab.

2. Acceptable
 - a. Patient name and medical record number or birth date are written legibly on each submitted slide and match the test requisition.
 - b. Patient name and medical record number or birth date on the specimen container matches name and medical record number on test requisition.
 - c. Liquid specimen is received in a sealed container placed inside a plastic bag.
 - d. Requisition is attached to the outside of the bag.
 - e. Slides that have broken in transit are processed unless broken beyond repair.

II. Specimen Rejection Policy

If a specimen does not meet all of the above criteria, it will not be processed, and the ordering physician or nurse will be notified by telephone. **Rejected specimens and the reason for rejection are entered into the Clinical Center Occurrence Reporter System (STARS – Safety Tracking and Reporting System) for quality assurance.**
https://stars.cc.nih.gov/RL6_Production/Homecenter/Client/Login.aspx?ReturnUrl=%2fRL6_Production%2f

Approved: _____ Date: _____
 Revised: _____ Date: _____