

## PRIORITIES OF DISPATCHING DAILY WORKLOAD

### I. PRINCIPLE

Both ideally and practically, all specimens are of equal importance and receive the same amount of effort in screening and diagnosis. There is variation, however, in the order in which specimens may be reviewed and consequently in the order in which they must be turned out by the cytopreparatory laboratory. This order has evolved rather naturally in response to such factors as the urgency of a submitting physician's request and the care status of the patient.

### II. PROCEDURE

1. The majority of the specimens submitted to the cytology laboratory have a 24 hour processing turnaround time.
2. Specimens submitted prior to 3:30 p.m. will be processed and stained the same day for screening the next day.
3. Specimens received after 3:30 p.m., unless urgent or STAT, will be refrigerated and processed the next morning.
4. On Fridays an attempt should be made to process all specimens which are likely to degenerate rapidly (example FNA of high grade lymphoma). If this is not possible, the sample should be refrigerated until Monday.
5. All slides and filters will be brought to the cytotechnologists for screening by 8:30 a.m. These cases should be screened and available for the pathologist for sign-out the same day by 1:00 p.m., unless extreme nature of the workload of that day precludes this time frame.

### III. REFERENCE

Gill, G., and Plowden, K., Laboratory Cytopathology: Techniques for Specimen Preparation. Baltimore, MD: Johns Hopkins Univ; 1975, pp.2-2.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
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