

A Guide to Completing Pathology Request Forms (Non-Gynae) Cytology

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Specimen CYST FLUID	Date and Time of collection 18/8/15 @10-20	CYTOLOGY Please use ball point pen or sticky label	
Clinical Details SLOW GROWING LUMP IN ABDOMEN ? WHAT.	HIGH RISK <input type="checkbox"/>	Last name PRINT JONES - SMITH	1
Please state clearly if the case is urgent ←	Laboratory use only Please Do not Write in this Box	First names PRINT AMBROSE	
		Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Date of birth DD/MM/YYYY 29 / 02 / 1956	
		Hospital number and / or NHS Number 4256591709	
		Patient's home address 14 THE HOUSES SOMEWHERE OVER THE RAINBOW. Post code STARDUST	
		Category: NHS <input checked="" type="checkbox"/> Category 2 <input type="checkbox"/> Private <input type="checkbox"/>	
		Requesting Consultant / G.P. PRINT NAME or CODE DR A HOUSEMAN	
		Person completing request / Taking specimen B. KIND Signature <i>B. Kind</i>	
		Bleep / Telephone: Source / Practice DAY SURGERY UNIT	
Reports will be sent to requesting Consultant or General Practitioner		Additional copies to GP <input type="checkbox"/> Consultant <input type="checkbox"/>	
Name and address for additional copy of report DR S. AMPLE DERMATOLOGY RDE EXETER			
		Cellular Pathology Laboratory 01271 (32)2340 Secretary / Enquiries 01271 3(49)197 Consultant Histopathologists Dr Jason Davies, Dr Nick Ward, Dr Andrew Bull Department of Pathology, North Devon District Hospital, Raleigh Park, BARNSTAPLE, EX31 4JB	
		Laboratory number Date and time received	

1. Three Key Identifiers must be entered, clearly indicating whom the patient of the sample is from: include both first and last names. (Abbreviated or preferred names are not acceptable). D.O.B. Enter Either the NHS number or the Trakcare number. Please note; pre-printed patient ID labels are acceptable if three key identifiers are displayed. Male/Female information is important, some diseases are gender specific, affecting prognosis. If gender cannot be identified by name this will affect/prolong prognosis. The address is not a key identifier however if present can help with patient identification.

Request forms without the required three key identifiers, cut off labels or with incorrect information will be REJECTED.
(See specimen acceptance policy for full details)

2. Lab staff need to know who is responsible for the requesting and taking of samples, more importantly this is to indicate where the final lab report is to be sent. The requesting practitioner (e.g. Consultant overseeing care) may be different from the person actually completing the request form and taking the specimen, but both boxes should be completed. The lab will always send the clinical report to the person named in the 'Requesting Consultant/ GP box. If this box is empty then it will be sent to who completed the form/ took the specimen. When there is no requester or location information is included, results will only be available on the Pathology computer system.

3. When additional copies of the report are required it is important to complete this box when different from the requesting Consultant/GP. This is important when the Consultant has told the patient to go back to the GP, but the Consultant has not ticked the GP box the GP doesn't have the result/report when the patient is with them. Additional copies will be sent to named persons in this field. Make sure there is sufficient information e.g. to address an envelope. 'Dr Ample, Exeter Hospital' is not sufficient and would not be sent, whereas, Dr S Ample, Dermatology Dept. RD+E' is Sufficient. If a GP phones us for a copy of a report that a hospital consultant has initiated, We can only give the GP a copy if the 'Additional copy to GP has been ticked.

4. Both **TIME** and **DATE** of Collection are important as without the time, it could affect the sample processing time as certain cell types have a faster deterioration rate so collection times are very important

5. Indicating the type and site of the specimen (s) is important as related clinical advice could vary. Multiple specimens should be clearly labelled and differentiated both on the specimen containers and the request form.

6. Clinical details are essential in aiding diagnosis. If the specimen is clinically urgent, it is important to indicate it as during periods of annual leave or sickness, a non-urgent waiting list may operate.

NOTE: There is general information on the reverse of the form