

## Sputum Cytology Ordering, Collection and Labeling v6.1

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### 148355.123 Sputum Cytology Ordering, Collection and Labeling

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**Printed By** Brittany Houghton-Depietro  
Technical Assistant (M07740)

**Organization** Bassett Medical Center Lab

#### Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	4/6/2022	6.1	Simha Sastry MD Clinical Laboratory Director (M06625)	
Approval	Lab Director	4/6/2022	6.1	Ghazala Nathu MD Clinical Laboratory Director (S00134)	
Approval	Lab Director	4/4/2022	6.1	John Fisk MD Clinical Laboratory Director (M08480)	
Approval	Lab Director	4/1/2022	6.1	Valerie Bush PhD Clinical Laboratory Director (M05512)	
Approval	Lab Director	3/31/2022	6.1	Timothy Chapman MD Clinical Laboratory Director (M11669)	

#### Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
6.1	Approved and Current	Initial version	3/16/2022	4/14/2022	Indefinite

## SPUTUM CYTOLOGY: ORDERING, COLLECTION AND LABELING

### I. Principle:

For processing sputum specimens submitted for cytological evaluation to determine the presence or absence of malignant tumor cells, premalignant, or benign conditions and infectious organisms. For best diagnostic results, submit one sputum specimen for each of three consecutive days.

### II. Ordering and Labeling

- Follow the EPIC workflow to order a lab test – choose LAB13 for Non-Gyn cytology.
- Enter the Specimen Source.
- Enter the source description in the box on the same line at the far right of the screen.
- When the Specimen Source is entered, another box opens below it for an additional specimen.
- Fill in for as many specimens as needed.
- Answer the mandatory and specific questions.
- Sign the order.
- Go to the Collection activity.
- Choose which specimens to collect. Verify/update sources and comments.
- Select Print Label.
- Label the specimen jar using the EPIC generated label.
- Scan the Label to document the electronic collection.
- Select Finish or Accept

Proper patient history is essential to the successful interpretation of a cytological specimen and is required by regulations. Any evaluation and report is, at best, incomplete without correlating the cytological studies with a complete patient history.

Improper labeling may cause the specimen to be returned for proper labeling, a delay while waiting for proper labeling or the specimen to be rejected and discarded.

### III. Collection:

1. Have the patient rinse his/her mouth before coughing, to avoid oral contamination.
2. The specimen should come from the lungs and bronchi. Early morning coughs are acceptable. It is important to obtain a post-bronchoscopy specimen.
3. The patient should exhale forcibly then cough before inhaling. The raised material is sputum.
4. The raised material should be expectorated into a sputum specimen jar containing Cytolyt solution available from cytology, ext: 3716
5. The jar should be tightly capped and shaken to mix the specimen and fixative.
6. If additional tests are requested, submit a separate specimen to the laboratory following the appropriate test guidelines.

### VI. References:

1. "Cytology" diagnostic principles and clinical correlates. Edmund S. Cibas, MD and Barbara Ducatman, MD. 3<sup>rd</sup> edition 2009