

Processing HPV Orders on Thinprep pap tests v10.0

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Comments for version 10.0

Updated to reflect temporary change of sending all HPV's to Mayo

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	12/30/2022	10.0	John Fisk MD Clinical Laboratory Director (M08480)	
Approval	Lab Director	12/23/2022	10.0	Ghazala Nathu MD Clinical Laboratory Director (S00134)	
Approval	Lab Director	12/19/2022	10.0	Samantha Davenport MD Service Line Chief (M03764)	
Approval	Lab Director	12/18/2022	10.0	Valerie Bush PhD Clinical Laboratory Director (M05512)	
Approval	Lab Director	12/16/2022	10.0	Timothy Chapman MD Clinical Laboratory Director (M11669)	
Approval	Lab Director	6/15/2022	9.0	John Fisk MD Clinical Laboratory Director (M08480)	
Approval	Lab Director	6/11/2022	9.0	Ghazala Nathu MD Clinical Laboratory Director (S00134)	
Approval	Lab Director	6/10/2022	9.0	Simha Sastry MD Clinical Laboratory Director (M06625)	
Approval	Lab Director	6/10/2022	9.0	Samantha Davenport MD Service Line Chief (M03764)	
Approval	Lab Director	6/9/2022	9.0	Timothy Chapman MD Clinical Laboratory Director (M11669)	
Approval	Lab Director	6/9/2022	9.0	Valerie Bush PhD Clinical Laboratory Director (M05512)	
Approval	Lab Director	4/6/2022	8.6	Simha Sastry MD Clinical Laboratory Director (M06625)	
Approval	Lab Director	4/6/2022	8.6	Ghazala Nathu MD Clinical Laboratory Director (S00134)	
Approval	Lab Director	4/4/2022	8.6	John Fisk MD Clinical Laboratory Director (M08480)	
Approval	Lab Director	4/1/2022	8.6	Valerie Bush PhD Clinical Laboratory Director (M05512)	
Approval	Lab Director	3/31/2022	8.6	Timothy Chapman MD Clinical Laboratory Director (M11669)	

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
10.0	Approved and Current	Major revision	12/16/2022	1/5/2023	Indefinite

9.1	Retired	Minor revision	8/26/2022	11/4/2022	1/5/2023
9.0	Retired	Major revision	6/9/2022	11/4/2022	11/4/2022
8.6	Retired	Initial version	3/16/2022	4/14/2022	6/15/2022

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PROCESSING HPV ORDERS ON THIN PREP PAP TESTS

I. Principle:

HPV testing is used to triage patients with pap tests for appropriate screening and follow up care. HPV is performed from the same collection vial as the Pap test.

II. HPV Screen and Genotyping orders on Pap test.

Request HPV testing on the cytology order. The orderable options available for HPV testing are:

- A. None
- B. HPV regardless of results
- C. HPV is patient is 25 – 29 yo & Pap abnormal, If HPV positive – subtyping will be performed.
- D. HPV is patient is 30 yo or greater. If HPV positive – subtyping will be performed. HPV testing may be performed in house or sent to Mayo based on the HPV Testing Chart*

III. Add On HPV Test Orders:

The provider may call x 3734 and request an HPV on a resulted pap test.

Order the HPV following these steps:

1. Click on patient station and enter the medical record number of the patient
2. Choose the appropriate visit and click transcribe orders
3. Under “add order” add the appropriate test code according to the HPV Testing Chart* (MIB = LAB31135 or Mayo = LAB21135)
4. Sign the order
5. Click on “order inquiry” in Beaker
6. Open the “lab order inquiry all” view.
7. Highlight the correct specimen and click on the “collect the specimen”.
8. Enter the correct time and date of pap specimen collection.
9. Click on print and receive.
10. Link the pap and HPV order by clicking on “link orders” choose the case to link, add link and accept

IV. HPV Requests: Other

1. If an HPV is requested and received on a Digene swab- deliver the swab to CLP to send to Lab Corp.
2. If HPV is requested without a pap test it will be sent to Mayo, following step VIII

V. Notes and Limitations:

Important Note: Thin prep vials are retained 21 days after the preparation date. The vials are stored in the cytology prep area in numerical order by cytology accession number. HPV testing requires at least 1 ml of Thinprep specimen to run the test. HPV on vaginal samples are sent to Mayo for processing.

The following limitations apply to HPV.

- Test is not validated for HPV vaccinated individuals or suspected abuse

- Results may be affected by improper specimen collection, storage or processing
- Personal lubricants that contain Polyquaternium 15 may interfere
- A negative result does not exclude the possibility of cytological abnormalities or of future or underlying CIN2, CIN3 or cancer

VI. Processing the requests

1. HPV labels automatically print upon verification of the pap test.
2. Pull the appropriate Thinprep vials based on the printed labels
3. Orders/labels stating HPV by PCR are sent to Mayo. Affix these label to the Thin Prep vial and follow step VIII
4. Affix the in house labels to an Aptima vials and process following the Aliquoting Molecular test from Thinprep vials procedure.

VII. QNS Specimens

A. Identifying QNS specimens for Mayo HPV tests. Evaluate Thin Prep vial's volume. If less than 1 ml of specimen is present, write QNS on one of the labels and replace the vial.

B. Entering results on QNS Specimens

Through "order inquiry" chose the correct test (HPV).

Select the cancel tab and enter the "quantity not sufficient" reason.

Notify the provider of the QNS status. Document the phone call on the cancellation comment field in Beaker.

VIII. Batching the specimens in Beaker to send to Mayo:

1. Choose the "packing list editor" under the EPIC button
2. Create a new batch- choose Mayo medical labs-HPV
3. Scan the vials- each HPV will appear twice on the list
4. Click ready after all the HPV's are scanned
5. Click on picked up, which will send it to Mayo
6. File the printed packing list in the notebook

IX. Creating a specimen batch in Mayo

1. Click on the Mayo icon and Access button

The patient names for site C 7034108 Bassett Central Lab will be highlighted in yellow and reads "batching status is incomplete and needs more information."

- Highlight the patient, click on the unanswered questions tab and fill in the blank with "VAGINAL" or "CXSWAB" and click on the "save" button even though it is not highlighted. Continue until all the patients are completed.
- Put a check mark in the box to the left and select all the AP HPV specimens. Close the batch set.

2. If you have a label for specimen that isn't include in Bassett Central lab – change the site to one of the following until the specimen is located

- C 7022142 Bassett Tri Town
- C 7034144 Bassett Cobleskill
- C 7034145 Bassett Herkimer
- C 7034167 Bassett O'Connor
- C 7034168 Bassett Little Falls

To change the site:

Go to the “user” tab on the top of the page and to “other sites”

- Pick the next available site, click on the change button.
- Click on the “batch processing” tab on the right and repeat the above processes.

3. A packing list will print.

- Assemble the specimens that go with the packing list, fold and insert the batch list such that the lab name and bar code is visible through the Mayo bag.
- Insert all vials in this bag.
- Place the bag(s) in CLP refrigerator. Pick up time is 4 pm.

X. Checking the send out bench:

After batching the HPV's that have printed labels, click on the Epic button.

Go to the “send out bench”. Click on the test tab (blue bar).

If there are any pending HPV's, it means that a label did not print. Highlight the HPV's, click on the “labels and docs” tab, BMC small lab label and print the label and proceed as above starting on step IV.

XI. References:

1. APTIMA specimen transfer kit insert 2005-2013 Gen-Pro Incorporated
2. [www.cdc.gov: Cervical Cancer Screening Guidelines chart](http://www.cdc.gov/CervicalCancer/screening-guidelines/HPV/algorithm)

HPV TESTING CHART

	No HPV	HPV Regardless of Result	HPV is patient is 25 – 29 yo & Pap abnormal, If HPV positive – subtyping will be performed.	HPV is patient is 30 yo or greater. If HPV positive – subtyping will be performed.
Patient < 21 yo	None	Mayo	None	None
Patient 21 – 29 yo	None	Mayo	Mayo	None
Patient > 30 yo	None	Mayo	None	Mayo
Vaginal Sample	None	Mayo	Mayo	Mayo

Mayo order LAB21135
MIB Order LAB31135

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