Bassett Healthcare Network

Nipple Discharge Cytology Ordering and Collection v5.6
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Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	4/6/2022	5.6	Simha Sastry MD Clinical Laboratory Director (M06625)	
Approval	Lab Director	4/6/2022	5.6	Ghazala Nathu MD Clinical Laboratory Director (S00134)	
Approval	Lab Director	4/4/2022	5.6	John Fisk MD Clinical Laboratory Director (M08480)	
Approval	Lab Director	4/1/2022	5.6	Valerie Bush PhD Clinical Laboratory Director (M05512)	
Approval	Lab Director	3/31/2022	5.6	Timothy Chapman MD Clinical Laboratory Director (M11669)	

Version History

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

NIPPLE DISCHARGE CYTOLOGY: ORDERING, COLLECTION AND LABELLING

I. Principle: Cytological evaluation is useful in detecting presence of cancer cells and determining the nature of the discharge.

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 fixative vial using the EPIC generated label. If microscopic slides are used, label the slides with the patient's name and medical record number using a pencil. Label the Microscopic slide container with the EPIC specimen 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:

A. Collection in vial:

Materials:

- Plastic Spatula
- Vial of Preservcyt fixative

1. Wipe the surface of the nipple with gauze pad. Express the secretion by gently compressing the areola between the thumb and index finger.
2. Using a plastic spatula gently wipe the secretion.
3. Rinse the spatula in the Preservcyt vial immediately by swishing the spatula vigorously. Discard the collection device.

4. Tighten the cap so that the black torque line on the cap passes the torque line on the vial.
5. Place the vial a specimen bag and transport to the laboratory.

B. Collection for conventional smear:

Materials:

Microscopic slide
Coplin jar of 95% alcohol

1. Label the frosted end of the microscope slide with the patient name and medical record number.
2. Wipe the surface of the nipple with a gauze pad. Express the secretion by gently compressing the areola between the thumb and index finger.
3. Smear the secretion by wiping the slide lengthwise across the secretion and immediately place the slide in the coplin jar filled with 95% alcohol.

VI. References:

1. Koss' Diagnostic Cytology 5th Edition. . Lippincott Williams and Wilkins,2006
2. "Cytology" diagnostic principles and clinical correlates. Edmund S. Cibas, MD and Barbara Ducatman, MD. 3rd edition 2009