



Anal Pap Ordering and Collection v6.6

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Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	4/6/2022	6.6	Simha Sastry MD Clinical Laboratory Director (M06625)	
Approval	Lab Director	4/6/2022	6.6	Ghazala Nathu MD Clinical Laboratory Director (S00134)	
Approval	Lab Director	4/4/2022	6.6	John Fisk MD Clinical Laboratory Director (M08480)	
Approval	Lab Director	4/1/2022	6.6	Valerie Bush PhD Clinical Laboratory Director (M05512)	
Approval	Lab Director	3/31/2022	6.6	Timothy Chapman MD Clinical Laboratory Director (M11669)	

Version History

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

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ANAL CYTOLOGY SPECIMEN ORDERING AND COLLECTION

- I. **Principle:** The specimens are processed to determine the presence of malignant or premalignant cells.
- 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.
 - 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 Vial tube 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:

Materials:

Cytobrush

Vial of PreservCyt fixative

1. Using the collection brush obtain an adequate sample by inserting the brush into the anal canal 1.5 to 2 inches.
2. As the brush is pulled out, apply some pressure to the wall of the anus, rotating the brush in a spiral motion.
3. Rinse the brush in the thinprep vial immediately by rotating the brush in the solution 10 times while pushing the brush against the vial wall. Swish the brush vigorously. Discard the brush.
4. Tighten the cap so that the black torque line on the cap passes the torque line on the vial.