

ENT PATHOLOGY SPECIMEN REQUIREMENTS

ALWAYS include white and yellow requisition copies in the specimen kit or in the specimen bag's pouch pocket (keep pink copy for your records). When labeling specimen, always include **two forms of patient identifiers** – patient's name and patient's Date of Birth (D.O.B.) and/or Social Security number. Patient's specimen **must be labeled** in the presence of the patient (or patient's representative).

HISTOLOGY

Specimen:

- **Formalin-fixed Tissue Biopsy** (use Formalin jar, green top)
- **Paraffin-embedded Biopsy**

WE ACCEPT BIOPSIES FROM ALL SITES, including:

- Oral Cysts
- Salivary Gland
- Thyroid
- All Ophthalmological Specimens

Transport:

Place in biopsy bottle with 10% formalin fixative (use formalin jar with green top). Seal lid tightly. Label container with the patient's name, D.O.B. or Social Security number, location/type of specimen, and physician who performed the procedure. Place biopsy bottles in Acupath biohazard specimen bag, and zip pouch. Insert **ALL** paperwork in rear pouch.

NON-GYN CYTOLOGY

Specimen:

- **Aspirate Material/Liquid Specimen** (use Fine Needle Aspiration (FNA) vial, ThinPrep® CytoLyt Solution, orange tube top)
- **Smears** (slides can be received **fixed** in 95% ethyl alcohol slide container, green jar top, **or unfixed**.)

Transport:

Use Cytology Kit for transport.

Place liquid specimen in prefilled ThinPrep® CytoLyt Solution collection vial (orange tube top). **DO NOT SUBMIT IN FORMALIN JAR.**

Smear biopsy on prepared slides, and then place in 95% ethyl alcohol slide container (green jar top), or place in slide case unfixed. **DO NOT SUBMIT IN FORMALIN JAR.**

Container should be labeled with the patient's name, D.O.B. or Social Security number, location/type of specimen, and physician who performed the procedure. **SLIDES MUST BE LABELED IN PENCIL WITH PATIENT'S FIRST AND LAST NAME.** Place specimen containers in corresponding slots in tray located in cytology kit. Remove tray from cytology kit, place in biohazard specimen bag, then seal bag. Place tray back in cytology kit with **ALL** paperwork and close kit tight. **PLEASE DISCARD ANY UNUSED CONTAINERS.**

FLOW CYTOMETRY

Specimen:

- **Fine Needle Aspirate (FNA)/Tissue** (in complete **RPMI media**, 4 °C **Note:** RPMI media is a pink solution that may be requested from Acupath Laboratories. When ordering supplies, specify RPMI media tubes).

Transport:

ALL FNA/Tissue should be transported in complete **RPMI media** at 4 °C **with cold pack(s)**. Label each **blue-top** tube, slide, and/or jar with the patient ID, and attach label to each specimen. Insert tube(s) into small zip-lock specimen bag and seal the plastic zipper along its entire track. Remember to keep the specimen cold with cold packs (may be requested from Acupath).

LAST UPDATE: SEPT. 2009



For the Absolute Highest Standard in ENT Pathology

Acupath Laboratories, Inc. • 28 South Terminal Drive • Plainview, NY 11803 • Toll Free: 1-888-ACUPATH (228-7284)
Phone: 516-775-8103 • Fax: 516-326-3452 • Email: acuweb@acupath.com

ACUPATH SPECIMEN PICK-UP INSTRUCTIONS

FOR NY, NJ, AND CT:

Private courier pick-up available Monday through Saturday.

1. **Clients on scheduled pick-up service**—courier will pick up as scheduled.
2. **For clients **not** on scheduled pick-up**—call 1-888-ACUPATH (228-7284) where an Acupath representative can assist with arranging a pick-up.

FOR ALL OTHER STATES:

1. **Private courier service**—please contact your local sales representative to arrange for a scheduled specimen pick-up with courier or call 1-888-ACUPATH (228-7284) for further assistance.
2. **FedEx delivery:**
 - a. Place the Acupath specimen kit or specimen bag with requisition copy into the FedEx Clinical Package.
 - b. Attach the Acupath preprinted air bills to the clinical package (make sure under #7 that "Payment: Bill to Recipient" is selected and Acupath's FedEx account is provided).

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