

QUICK REFERENCE GUIDE Request for GYN Cytopathology

Patient's Legal Name (Last, First, M	(iddle Initial)						FOR LAB USE	
Doe, Jane, A.	,						Billing Number:	
Date of Birth: 00/00/0000	S	ocial Security Number: 0	00/	/00/0000		X Female □ Male	Cytology Number:	
Street Address: 123 Main S	Street							
City: LEWES		ate, Zip Code:)E, 19958	Н	Iome Phone #: 0	00~(000-0000		
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Policy Holder Name	27	<i>00/00/0000</i>				ess: Complete a tient: Spouse		
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SPECIMEN LABEL MUST INCLUDE: Patient First Name

- 2. Patient Last Name
- 3. Date of Birth

1.

- 4. Collection Date & Time
- 5. Specimen Source
- 6. Provider Name (Do not affix label to lid)



Your compliance is critical to ensure accurate results. Incomplete, mislabeled or unlabeled specimens will not be accepted without reconciling discrepancies, which can delay patient care and treatment.

Outpatient Specimen Collection Guidelines

Paper Requisitions:

Complete the yellow-highlighted areas as illustrated in the form above. Please ensure all information is legible and the correct ICD-10 code is indicated for the test you are ordering.

Electronic Requisitions:

Ordering methods vary by EMR. Please be sure the required, yellow-highlighted information illustrated above is reflected in your order and the correct ICD-10 code is indicated for the test you are ordering.

Specimen Labeling:

Legibly label each specimen container (not the lid) with the identical information indicated on the requisition form. See above example. Make sure lids are secure to prevent leaking of formalin into specimen bag.

Specimen Transport:

Place each specimen, requisition and any related documents in a bio-hazard bag. If your practice has been provided with a specimen lock-box and a pre-determined pick-up schedule, place specimen in lock-box. For non-scheduled pick-ups or time-sensitive specimens please request a courier via MCE courier application or call **Beebe Laboratory Client Services at 302-645-3241** to arrange and confirm a pick-up time.

To review additional specimen collection and handling guidelines see our Laboratory Collection Manual at www.beebemedicalcenter.testcatalog.org