



Capital Health

MEMORANDUM

To: Physicians, Clinics, Referring hospitals

From: Colleen Caines, Technical Manager, Division of Anatomical Pathology, Capital Health
David Moore, Technical Supervisor, Cytopathology Section

Date: January 25, 2013

Subject: Pap smear returns- change in process

This memo is to inform you of change in process for those Pap smears received at Capital Health with errors or omissions of information on the requisition and/or slide.

In the past, Pap smears would be returned to the referring physician for appropriate labeling. We are changing this process in an effort to improve turn-around time, avoid potential loss of patient cases, and decrease administrative and postage cost.

Effective immediately, we will identify Pap smear cases where it is possible to obtain the required corrections by fax. The ordering location will receive a fax with an identification waiver form to be completed and returned to the cytopathology lab. This will be accompanied by a copy of the original requisition submitted. We **will no longer** mail the Pap smear slide and requisition with the exception of certain cases where the information required cannot be adequately satisfied via the identification waiver form (i.e. patient mix-ups). Under these circumstances the slide and requisition **will** be returned for correction to the submitting location.

In summary the new process will be:

- The cytology laboratory will fax an identification waiver form as well as a photocopy of the original requisition to the person or designate that collected/labeled the specimen.
- The specimen collector or designate will:
 - complete the identification waiver section,
 - sign the form,
 - fax the form and requisition to the cytology laboratory at 473-1454.
- The specimen will then be processed according to standard laboratory procedures.

Please feel free to contact David Moore at **473-8408** should you have any questions or concerns regarding this new process.