



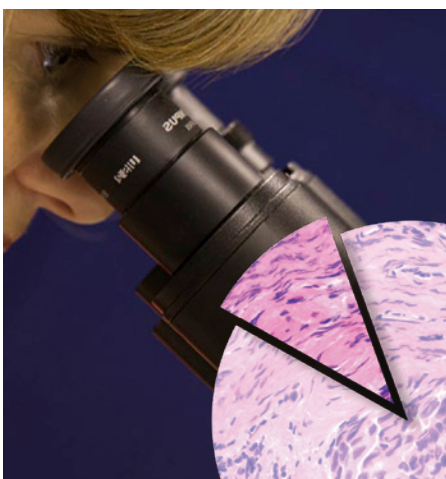
## Requesting Specimen Analysis

### Completion of request form

If you need assistance with this process, please contact our office staff on 01923 233299, who are more than happy to assist you.

For everybody's peace of mind, our staff will contact you or your staff in case there is any issue with the completion of the request form or the sample labelling.

**Where there are discrepancies, such specimens cannot be processed until correct information is supplied.**



### Information required on request form

All samples must be accompanied by a fully completed Histology/Cytology request form.

The following information are required, and should be written clearly and legibly:

- Patient forename and surname (or anonymous)
- Patient date of birth
- Patient gender
- Patient ID number
- Name and signature of requesting consultant
- Date and time of sample collection
- Clinical details
- Anatomical site of each specimen identified by a letter / number
- Hospital / Clinic Name

It is also desirable to have the following information:

- Patient address
- Patient GP
- Priority status of the case for triaging
- Who to invoice
- NHS number (if known)
- If you wish to be phoned or faxed with results then please state this on the form providing relevant phone/fax numbers and/or email address

### Information required for sample labelling

Specimen containers must have a minimum of the following information written clearly and legibly:

- Patient forename and surname (or anonymous)
- Date of birth
- Patient ID number
- Biopsy type and site plus cross reference on request form
- Date and time of collection

It is also desirable to have the following information:

- NHS number (if known)
- Patient gender

The date and time that the specimen was taken allows us to assess whether the material has been in formalin long enough for it to be processed on receipt.

We regret that in some cases where it is not possible to resolve un-labelling or mis-labelling of sample and request forms, it may be necessary to return the whole case to the base hospital/clinic for correct labelling so as to correctly identify the patient.

**Such discrepant specimens cannot be processed until correct information is supplied.**

For further information please contact us on:

**01923 233 299**  
info@cellpathservices.co.uk

**www.cellularpathologyservices.co.uk**  
Unit 12, Orbital 25 Business Park, Dwight Road, Tolpits Lane, WATFORD, Hertfordshire. WD18 9DA



## Requesting Specimen Analysis

### Urgent requests

Urgent requests should be clearly marked on the top of the request form. Please state clearly on the request form when the result is required and include a contact phone number.

### High risk samples

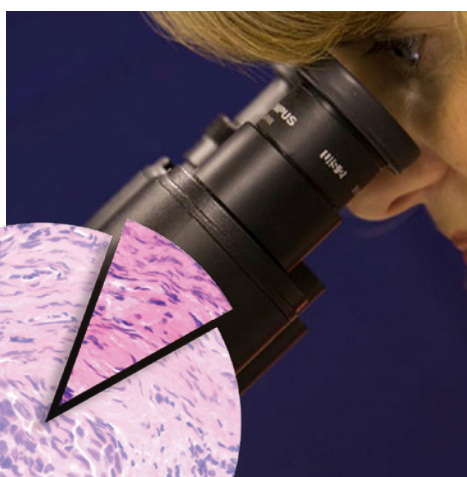
Any samples that are considered to be High Risk must be clearly labelled with this information. These cases may take slightly longer to process as we need to allow such samples to fix for a longer period to reduce the risk from High Risk samples.

We cannot handle samples that have a known history of **Creutzfeldt Jacob Disease (CJD)**.

Radioactive specimens such as Sentinel nodes should be clearly marked as such and should not be submitted until the radioactivity has decayed to acceptable levels. For advice from our pathologists, please contact us on 01923 233299.

### Health and safety note

When decanting formalin into the specimen container, gloves and safety glasses should be worn and the procedure carried out in a well ventilated room. Formalin is a strong irritant and contact with the skin and eyes must be



avoided. Inhalation of fumes can cause damage to the respiratory system.

In the event that spillages of this chemical should occur, use copious volumes of water to rinse it away and mop up any residue. If you need assistance, do not hesitate to contact us on 01923 233299.

### Other useful leaflets

In addition to this healthcare staff information leaflet we also have:



Requesting Specimen Analysis



Handling of Histological Samples



Handling of Diagnostic Cytology Samples



Handling of Gynaecologic Cytology Samples



Requesting Consumables



Specimen Packaging & Transportation

To see our full range of Healthcare Information leaflets visit our website.



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