


<p>PRIORITY STATUS</p> <p><input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE <input type="checkbox"/> CANCER PATHWAY</p>	<p>PATIENT DETAILS (PLEASE PRINT)</p> <p>NHS Number _____</p> <p>Hospital Number _____</p> <p>Surname _____</p> <p>Forenames _____ Female <input type="checkbox"/> / Male <input type="checkbox"/></p> <p>DOB _____ Post Code _____</p> <p>Address _____</p>		<p>LAB.USE ONLY.</p>
<p style="text-align: center;"> North West Anglia NHS Foundation Trust</p> <p>HISTOPATHOLOGY AND NON-GYNAE CYTOLOGY REQUEST FORM</p> <p>Tel (01733) 677809</p>	<p>WARD/GP PRACTICE _____</p>	<p>Date of specimen _____</p>	
<p>PATIENT CATEGORY</p> <p>NHS NHS <input type="checkbox"/> CAT II CATII <input type="checkbox"/> Private P <input type="checkbox"/></p>	<p>GP/Consultant _____ (Please Print Full Name)</p> <p>Signature _____</p>	<p>Time Collected : _____</p>	<p>Contact Tel / Bleep: _____</p>
NATURE OF SPECIMENS / SITE / TYPE		TOTAL No OF POTS SENT	
HISK RISK <input type="checkbox"/> YES / <input type="checkbox"/> NO			
CLINICAL DETAILS			
LAB USE ONLY			
PLEASE ENSURE THAT THE LID HAS BEEN SECURED PROPERLY BEFORE SENDING.			
Pathology Department, Department 413, Peterborough City Hospital, Edith Cavell Campus, Bretton Gate, PE3 9GZ Tel: (01733) 677809			

HISTOPATHOLOGY AND NON-GYNAE CYTOLOGY REQUEST FORM

1. **Request Form** – please note that this form should not be used for cervical cytology

- Please complete the request form fully and accurately using a ball point pen. Incomplete or illegible forms introduce errors and delays
- Always sign the form and give the date and time of specimen collection.
- Unlabelled specimens **will not be accepted**
- A **separate**, appropriate blood sample is required for each pathology discipline
- Samples for Microbiology should be put in a separate bag

2. Laboratory hours

Monday to Friday 0830 – 1700

3. Telephone inquiries

Histopathology

All Inquiries (01733) 677809
 Technical Queries (01733) 678180

4. High Risk Samples

If a specimen is known to present an infection hazard, it must be labelled **“Danger of Infection”**. The laboratory staff must be given sufficient information to enable them to take appropriate extra precautions. The **sender** has the responsibility of minimising the risk to those individuals who handle or transport specimens.

5. Sample Transportation

- Specimens must be sent in a tightly sealed specimen container which contains, where practicable, at least ten times the specimen volume of 10% neutral buffered formalin. 10% Formalin data sheet can be found at Pathology Website (<http://www.pch-pathlab.com>)
- Please ensure that the lid has been secured properly before sending.

- Specimens that have inadequate volumes of fixative (formalin) deteriorate quickly and are more prone to autolysis and putrefaction which can affect diagnosis. The time interval from the removal of the specimen to being placed in fixative is also important. The faster you can get the tissue and fix it, the better. Artefact will be introduced by drying. The longer you wait, the more cellular organelles will be lost and the more nuclear shrinkage and artefactual clumping will occur.
- Specimens that have been placed in formalin should be stored at room temperature prior to transport. Refrigeration can detrimentally affect the speed of preservation. Also, exposure to excessive heat is also known to effect diagnosis.

6. Diagnostic Cytology

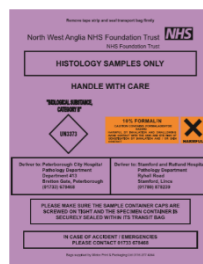
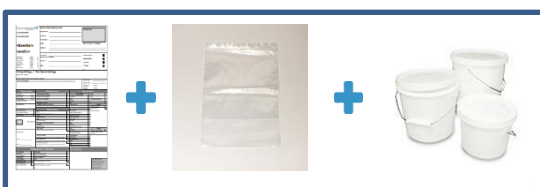
Diagnostic Cytology specimens should be received with patient and specimen details clearly placed on a suitable sealed container.

Any samples taken outside of laboratory hours must be refrigerated and sent to the pathology department as soon as possible inside core hours.

Please refer to the pathology website - <http://www.pch-pathlab.com> for further details.

PLEASE MAKE SURE THE SAMPLES ARE PLACED IN THE CORRECT SAMPLE CONTAINERS.

REQUEST FORM, SAMPLE CONTAINERS SHOULD BE PLACED INTO A MINI GRIP SPECIMEN BAG BEFORE THESE ARE PLACED IN THE APPROPRIATE TRANSPORT BAGS E.G. SMALL, MEDIUM, LARGE



Small Transport Bags



Medium Transport Bags



Large Transport Bags