



## 7 INSTRUCTIONS FOR COMPLETION OF THE REQUEST FORM

Each request form must be accompanied by appropriately labelled specimen/s (specimens must be treated as per sections 9).

### **7.1 Cellular Pathology request form**

Either complete an ICE request, OM request (SRH/STDGH) or complete a manual **Cellular Pathology** request form (White form with a Yellow border) .Request forms must be completed as stated in section 6.1.

### **7.3 Multiple specimens**

Multiple samples from a single patient must be clearly labelled and differentiated, and corresponding information provided on the request form. All pot information must match the form or the sample cannot be accepted by the laboratory and will be returned for correction.

### **7.4 High Risk Histology Specimens**

Specimens which pose a risk of infection to members of staff eg HIV, Hepatitis B, TB etc

- It is the responsibility of the referring clinician to ensure that high-risk samples are clearly identified on both the sample container and request form to reduce the risk of infection to staff and others.
- High risk specimens must not be sent to the laboratory fresh, they must be fixed in 10% Neutral Buffered Formalin, double bagged and clearly labelled with Biohazard or Danger of Infection labels as **HIGH RISK**.
- Prior warning by a phone call to the department would also be appreciated.
- High risk specimens will be fixed for 48 hours upon receipt in the laboratory. This may delay the reporting of some specimens.