Materials Needed:
- Frosted-end glass slide(s) labeled with customer’s name and date of birth in pencil.
- PreservCyt collection vial labeled with customer’s name and date of birth.
- Cytology spray fixative or 95% alcohol in a coplin jar.
- Plastic slide containers.
- Inpatient - Use EPIC to enter “Non-Gynecological” cytology order (Test #4001)
  Outpatient - Complete and submit a “Pathology/Cytology” order either through EPIC or completed
  requisition form. Include customer billing information.

Specimen Requirements:
- Pathologists are also available for immediate interpretation of adequacy for in-house collected specimens.

Specimen Collection:
1. Label PreservCyt collection vial and/or slide(s) in pencil with customer’s name, date of birth,
   along with date & time of collection.
2. Place tip of needle on surface of glass slide and expel cellular material.
3. Immediately place a 2nd slide over the aspirated material and allow surface tension to disperse
cells into monolayer. (Call Cytology Lab if training is necessary. Also see “Preparation of direct
smears” examples below, we do prefer method A – Between two slides.)
4. Pull slides apart horizontally and either fix immediately using spray fixative or in a coplin jar filled
with 95% alcohol or allow to air dry. Allow alcohol fixed slides to remain in coplin jar for 15-20
min. to fix.
5. Prepared slides should be divided equally among fixed and air-dried slides.
6. Remove slides from the alcohol and allow to dry at least 5 minutes before placing in plastic slide
containers for transport.
7. Please write “air dried” on unfixed slides.
8. Material remaining in needle/syringe rinse into PreservCyt vial.
9. Deliver specimen directly to Pathology Laboratory or through courier service.
Preparation of direct smears:

<table>
<thead>
<tr>
<th>Method A</th>
<th>Method B</th>
<th>Method C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between two slides</td>
<td>Ribbing method</td>
<td>Spreading like a blood film</td>
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</tbody>
</table>

**CPT Code:** 88173