

DEPARTMENT NAME

Cytopathology

GENERAL INFORMATION

Specimen Reception:	Monday-Friday: 0600-1800
Cytopathologists:	Monday-Friday: 0800-1700
Location:	Laboratory: AL 233/233A, CHS Cytology office: CHS, AL 209B Cytopathologists: CHS Cytologists: CHS AL 209, AL 221; RRUCLA-3220B Cytology Fellows and Residents: A3-231 T CHS
Service Request:	Cytology: CytologyStaff@mednet.ucla.edu FNA Clinic requests: FNAClinicScheduling@mednet.ucla.edu FNA Clinic pager: 98869 UCLA Health Pathology Outreach Client Services: (310) 267-2680
Phone:	Cytology Office (CHS): (310) 794-7135 FNA, Cytologist attend (310) 794-7135; page 94356; RRUCLA (310) 267-8175 Renal Biopsy Procedure, Cytologist assist; page 97043 Faculty, Fellow, resident "on call" for FNA service page 93907 Cytology Fellows (CHS): (310) 825-8350; (310) 206-3414 Reporting Office: (310) 825-8947
Fax:	Reporting Office: (310) 206-4382 Cytology Office: (310) 983-3289
Key Personnel:	Chief Cytology Service: Jian Yu Rao, MD (310) 494-1567 Cytology Lab Manager: Mary Levin, SCT (ASCP) (310) 825-6207 Director of Operations: Alexander B. Martin, PA(ASCP), MHA(310) 825-5196

SPECIMEN DELIVERY

All cytology specimens must comply with the Quality Assurance Standards established by the department. Specimens not meeting these standards will be rejected. Specimens collected within the UCLA Health medical clinics and ambulatory clinics are delivered to the Cytology Laboratory located in the UCLA Center for Health Sciences (CHS) building. Cytology specimens collected in the UCLA Outreach clinics and facilities are delivered to the BURL Outreach Clinic Laboratory or the Pathology Outreach lab in the Center for Health Sciences (CHS). Specimens submitted late in the day or outside of normal operational hours will be held per specimen storage requirements (refer to Cytology Specimen Collection and Transport information by Cytology test in Care Connect) in the receiving Clinical lab Specimen Processing area, at BURL or in the CHS Pathology Outreach lab and will be delivered to the Cytology lab on the next working day.

Test orders: Cytology tests are orderable in CareConnect. Outreach clients without Care Connect access should submit Cytology specimens with a completed UCLA Health Pathology Outreach Services Cytopathology Requisition.

Specific specimen requests: Clearly state all requests for special processing (i.e., lymphoma work-up, cell differential) in the comments section of the electronic Care Connect Cytology test order or, for Outreach Clients, on the UCLA Health Pathology Outreach Services Cytopathology Requisition.

Specimen labeling:

All specimen containers must be labeled with a CareConnect Beaker specimen label showing the Cytology test order. Please do not label the specimen container with the patient's encounter (ADT) label.

Outreach non-UCLA Clinics: Label must include at least the patient's full name (last, first), date of birth and specimen source. **Name on slide:** All slides must be labeled with at least two unique patient identifiers. Write the patient's name and MRN on the frosted end of the slide with a #2 pencil or StatLab marker. If multiple sites are sampled, clearly indicate the site on both the specimen containers and on the frosted end of the slides. The specimen container must also show the site that has been sampled. **Outside cytology slides:** All Cytology Consult cases should be submitted together with the outside reports, requisitions, demographics sheets and insurance information to Pathology Outreach Services, CHS A3-240-Outside slides will be interpreted by a UCLA Pathologist, and a complete report will be issued. Contact Client Services, (310) 267-2680, with any questions.

TESTING AND TEST AVAILABILITY

The Cytology service is a division within Anatomic Pathology. A comprehensive range of Cytology tests are available.

Gynecologic cytology specimens are sometimes referred to as “Pap smears”. The specimen source may include: exo/endo smear, cyto brush, vaginal smear, vaginal smear/DES exposure, vulva, vaginal cuff, or other. The Cytology service accepts ThinPrep®, SurePath® Pap specimens and conventional Pap smear slides. HPV, GC, and *Chlamydia* testing can be performed on both ThinPrep® and SurePath® Pap specimens. Pap collection trays are available from Central Supplies for inpatient Pap specimen collections. ThinPrep® specimen should be rinsed from collection brush/spatula directly into the ThinPrep® vial. SurePath® Pap collection differs from that of ThinPrep® Paps. For SurePath® Paps: Break off the top of the collection device and deposit it directly into the SurePath® collection vial. Pap test orders are ordered in Care Connect. Answer all pertinent Order questions. HPV and GC/CT may be ordered on the Pap by answering the Order questions. Usual turnaround time for “Pap smears” is 7 working days. Liquid-based Paps with testing orders for HPV and/or GC/CT may take additional days for sign out. Pap-HPV co-testing and ASC-US Reflex HPV testing can be ordered for both ThinPrep® and SurePath® on the CareConnect Pap ordering template.

Outreach Non-UCLA Clinics: complete the UCLA Outreach Cytopathology requisition (all applicable sections). Please be sure to provide demographic face sheet and patient insurance information. Contact Client Services with questions or for supplies at (310) 267-2680. **Note:** GC/CT and/or HPV tests without Pap may be ordered directly in the CareConnect system. Either a ThinPrep® or SurePath® specimen may be submitted for this testing.

Nongynecologic Cytology specimens include material from numerous anatomic sites. Turnaround time for all nongynecologic specimens is generally 4-7 working days or more dependent upon ancillary testing requirements.

Respiratory cases include specimens identified as random sputum, induced sputum, bronchoalveolar lavage (BAL), tracheal aspirates, bronchial washings, and bronchial brush specimens. Turnaround time: 4 working days (ancillary tests and special studies may lengthen TAT).

Provide pertinent clinical information not otherwise available in Care Connect and to highlight current status. Add an Order Comment for Differential Cell Count, Lipid-laden macrophages, Hemosiderin-laden macrophages and other special studies.

Outreach Non-UCLA Clinics: complete the UCLA Outreach Cytopathology requisition (all applicable sections). Please be sure to provide demographic face sheet and patient insurance information. Contact Client Services with questions or for supplies at (310) 267-2680.

Genitourinary Cytology specimens include material identified as Bladder Irrigation Cytology; Catheterized Urine Cytology; Loop Urine Cytology; Neo-Bladder Urine Cytology; Renal Pelvic Washings Cytology; Ureteral Irrigation Cytology; Urethral Wash Cytology; Urinary Tract Brush Cytology; Voided Urine Cytology; Turnaround time: 4 working days (ancillary tests and special studies may lengthen TAT) Provide cystoscopic findings for bladder and other specimen sources (when available). Provide pertinent clinical information to include present illness, any history of malignancy, history of radiation or exposure to carcinogens, chemotherapy, or asbestos, high-risk issues, significant clinical or other test findings, or recent surgery should be on the order.

Outreach Non-UCLA Clinics: complete the UCLA Outreach Cytopathology requisition (all applicable sections). Please be sure to provide demographic face sheet and patient insurance information. Contact Client Services with questions or for supplies at (310) 267-2680.

Central nervous system Cytology specimens include material identified from lumbar puncture, ventricular fluid, brain cyst aspiration, or shunt/reservoir fluid. Turnaround time: 4 working days (ancillary tests and special studies may lengthen TAT). Refrigerate if the sample cannot immediately be transported to the lab. Deliver weekend and after hours collections to the UCLA Health Ronald Reagan B-level Core lab for processing.

Provide pertinent clinical information that are not otherwise available in CareConnect in the order's Comments section. Flow may be added to a Cytology order as a Comment but a dedicated specimen tube should be submitted for each test. Cytology results should be interpreted together with the findings of cell count performed at Hematology Laboratory.

Outreach Non-UCLA Clinics: Please complete UCLA Outreach Cytopathology requisition (all applicable sections). Please be sure to provide demographic face sheet and patient insurance information. Contact Client Services with questions or for supplies at (310) 267-2680 or to arrange for STAT specimen transport. Transport in refrigerated courier bag.

Body cavity fluid Cytology specimens include material identified as Ascites Fluid ; Paracentesis Fluid; Peritoneal Fluid, Pleural Fluid Pericardial Fluid; Fluid, Miscellaneous, Pelvic Washings, Synovial Fluid, Washings (Specify), Washings Cul-de-sac, Washings-Diaphragm, Washings-Gutter or Washings-Unspecified. Turnaround time: 4 working days (ancillary tests and special studies may lengthen TAT). Refrigerate specimen if transport to the lab is delayed.

Minimum volume: 100 ml. Fresh fluid collections only. Do not add fixatives.

Provide pertinent clinical information in the Care Connect order Comments section. Submit the primary collection container for Cytology. Aliquots may be drawn and submitted for other tests ordered for the same specimen. Cytology can accommodate a liter or more of fluid. Special requests may be added to Comments section of the

electronic test order. Specimen may be shared for both Flow and Cytology testing. To order Flow in conjunction with Cytology, add a Comment: "Send for Flow" to the Cytology test order Comments section.

Outreach Non-UCLA Clinics: complete the UCLA Outreach Cytopathology requisition (all applicable sections). Please be sure to provide demographic face sheet and patient insurance information. Contact Client Services with questions or for supplies at (310) 267-2680.

Gastrointestinal cytology specimens include material identified as Biliary Tract Cytology; Colon Cytology; Esophagus Cytology; Pancreas Duct Cytology; Stomach Cytology. Turnaround time: 4 working days (ancillary tests and special studies may lengthen TAT).

Provide pertinent clinical information to include present illness, any history of malignancy, history of radiation or exposure to carcinogens, chemotherapy, or asbestos, high-risk issues, significant clinical or other test findings, or recent surgery should be on the order. Ancillary chemistry tests (CEA and Amylase) may be included on the Pancreatic Cyst Fluid order.

Outreach Non-UCLA Clinics: complete the UCLA Outreach Cytopathology requisition (all applicable sections). Please be sure to provide demographic face sheet and patient insurance information. If specimens are submitted for both tissue exam and Cytology, please place the Cytology specimen(s) on one requisition and the tissue exam specimen(s) on another requisition. Contact Client Services with questions or for supplies at (310) 267-2680.

Anal Paps and Scraping Cytology specimens include material identified as nipple discharge, nipple aspiration, ductal lavage, conjunctiva, skin, or anus. Submit Anal Pap and nipple discharge/aspiration specimens in a ThinPrep® PreservCyt® specimen collection vial labeled with a CareConnect Beaker Specimen label. Turnaround time: 7 working days.

Anal Paps: Provide pertinent clinical information by answering the Order questions HPV and GC/CT testing may be ordered and performed on ThinPrep Pap. HPV and/or GC/CT may be added to Anal Pap within 90 dates from date of collection. Only ThinPrep specimens are accepted for Anal Paps.

Outreach Non-UCLA Clinics: complete the UCLA Outreach Cytopathology requisition (all applicable sections). Please be sure to provide demographic face sheet and patient insurance information. Contact Client Services for information or supplies (310) 267-2680.

Fine Needle Aspiration of superficial palpable masses may be performed by cytopathologists or other qualified physicians. Aspirations of non-palpable deep lesions are performed in radiology or intraoperatively. For pathologist-performed FNA's of

palpable superficial lesions, place the FNA Clinic order in Care Connect for the Fine Needle aspiration-FNA Clinic (0525482). This order will automatically generate a page to the FNA Clinic Schedulers. For assistance, contact the FNA Clinic schedulers at (310) 764-7135 or page 800-233-7231 x98869. The FNA Clinic operates Monday-Friday, 9 am - 5 pm at 100 Medical Plaza, Suite 245. The FNA clinic performs immediate assessment for adequacy and preliminary diagnosis. Mobile FNA Service is also available by paging 93907. 4 working days (ancillary tests and special studies may lengthen TAT).

Cytologic evaluation of smears, cytocentrifuge preparations, and cell block preparations. Ancillary testing may include microbiological cultures, special stains, flow cytometry, cytogenetic and molecular analysis, immunohistochemistry and EM.

Outreach Non-UCLA Clinics: complete the UCLA Outreach Cytopathology requisition (all applicable sections). Please be sure to provide demographic face sheet and patient insurance information. Contact Client Services for information or supplies (310) 267-2680.

REPORTING

Reports are available through the UCLA Health Care Connect system. If the report does not appear in CareConnect, call the UCLA Surgical Pathology Reporting Office at 310-825-8947. Outreach Clients without CareConnect access should contact Outreach Client Services at (310) 267-2680 for assistance.

Pap smear reports have the following statement written following final diagnosis:
CAVEAT: Cytologic examinations are screening tests. There is a known false-negative rate of 5% to 10% and a small false-positive rate of 1% to 2%.