

Newcastle upon Tyne Hospitals NHS Foundation Trust
 Department of Cellular Pathology

REVISED SPECIMEN TRACKING FORM (Version #2)

Additional column for you to record whether the sample is for Cytology (C) or Histology (H)

To be completed by the sender:

Practice name (not initials please):		Date:	White Bag Barcode No.:
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Samples Max. 10 per bag	C = Cyto H = Histo	Surname	Forename	Date of Birth	Received by Lab (✓)	Returned by Lab (date)
1	C or H					
2	C or H					
3	C or H					
4	C or H					
5	C or H					
6	C or H					
7	C or H					
8	C or H					
9	C or H					
10	C or H					

White bag packed by:	Print name:
	Signature:

**Retain pink copy of form, send white and yellow copies in the white bag to the laboratory
 Alert lab (call 0191 282 4437) if the yellow copy is not returned to you within 4 days**

ZERO TOLERANCE - Ensure white transport bag is sealed before collection

PROCESS - Key Points:

- Positively identify the patient
- Remember to add the label to the specimen in the presence of the patient
- Observe labelling policy when taking the sample
- Confirm the details with the patient
- Ensure the pot and request form details are correct and match
- Seal / package the specimen in front of the patient
- Send to the laboratory promptly

DO NOT BATCH - DISPATCH!

For Laboratory Use:

Comments/Returned samples: <i>State reason for return e.g. patient details incorrect</i>
White bag unpacked by - Print name: _____ Signature: _____
Date/Time: _____

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Shaded columns for lab use only

What to do if the yellow 'Confirmation of Receipt' copy is not returned to you

Shaded areas for lab to record information for you

In response to your feedback, following the introduction of our Specimen Tracking System, we have redesigned the Specimen Tracking Form (Version #2), as described above. If you have any queries then call Bill Mcmeekin on 0191 282 1484.