



# HISTOLOGY/CYTOLOGY LOG SHEET

PATHOLOGISTS DIAGNOSTIC LABORATORY, PA

FROM THE OFFICE OF: \_\_\_\_\_

NAME OF PATIENT	# BOTTLES	PHYSICIAN	REPORT RECEIVED
1-			
2-			
3-			
4-			
5-			
6-			
7-			
8-			
9-			
10-			
11-			
12-			
13-			
14-			
15-			
16-			
17-			
18-			
19-			
20-			

**INSTRUCTIONS (SEE OVER ALSO)**

**All offices:** Please write your patients' names above, with the number of separate specimen containers for each patient.

- Before sending, please initial and date the form at lower left, and place the back copy in the large plastic bag containing all the specimens for the laboratory.
- **If sending by Fedex:** Please attach your copy of the "USA Airbill" to your front copy.

**Form completed by:**

**Courier collected:**

**Histology lab received:**

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Date and Time)

\_\_\_\_\_  
(Date and Time)

\_\_\_\_\_  
(Date and Time)

**PACKAGING AND HANDLING INSTRUCTIONS  
FOR TRANSPORTATION OF BIOPSIES**

- 1) Use a separate small plastic biohazard bag for each patient.
- 2) Make sure each bottle has a label with the patient's name on it, and a number on each label corresponding to the sites listed on the Request Form.
- 3) If you have more than four specimens on one patient, attach a second Histology/Cytology Request form to the back of the first, filling out only patients name and date of birth in the demographics, and use its labels on additional specimen containers.
- 4) Fold the Request form for each patient and place it, writing face out, in the side pouch, with the specimen bottles into the other sealed side of the small plastic biohazard bag.
- 5) If using Fedex transport, place an absorbent pad in each small bag before sealing.
- 6) Seal the small biohazard bag.
- 7) Place all the small bags into a large sealed bag for transportation, along with the back copy of this Log sheet, completed and initials.
- 8) Keep the front copy of this form (plus Airbill if using Fedex transport) so you can check off when the reports are received back from the laboratory.

**For Assistance:**

Customer Service: Phone 336-306-5777  
Laboratory: Phone 336-306-5777  
Supplies: Phone 336-306-5777  
Fax: 336-602-2609