

ANATOMIC PATHOLOGY SERVICE - SERVICE GUIDE

The Auckland DHB Anatomic Pathology Service (APS) is located at 37 - 41 Carbine Road, Mt. Wellington and provides community histology, cytology and cervical cytology services for the greater Auckland region.

KEY CONTACT INFORMATION

Results, Test Prices and All Other Enquiries Weekdays 8.30am - 5.00pm

Ph: (09) 302 0516

Email: aps.info@adhb.govt.nz

Fax: (09) 302 0517

FNA and Frozen Section Bookings

Ph: (09) 639 0212

Supply Orders

Email: aps.info@adhb.govt.nz / Fax: (09) 570 8612

Urgent Histology Queries After Hours

Weekdays 5:00pm - 11:00pm

Ph: (09) 638 0310

After 11:00pm and weekends

Ph: 0274 923 439

SAMPLE INFORMATION

SPECIMEN LABELLING

Specimen containers should be labelled immediately after sample collection.

A MINIMUM of two patient identifiers that match on both request form and container label are required.

- Patient Family Name & First Name
 - Patient NHI number and/or DOB
- as well as 'date' & 'time' of sample collection.

Histology sample labels must have all of the above plus:

- Doctor/surgeon name
- Type of sample or site sample taken from.

COLLECTION and COURIER SERVICES

Labtests operates all community collection services. Cytology or histology samples can be dropped off at any Labtests collection centre.

Samples are collected from practices, surgical clinics and hospitals either at regular scheduled times or "on request".

Place APS samples into the blue APS box.

Call APS, **302 0516**, if a sample pick-up is required outside the regular scheduled time/day.

Sample Transport Information

Most histology and cervical cytology samples are transported in a preservative solution. To comply with transport regulations, samples transported directly to the laboratory by taxi or commercial courier must be packed in a white sealable 'APS Transport Envelope'. These can be ordered on the 'APS Supply Order Form'.

HISTOLOGY

Fresh Tissue Samples

Some tissue samples need to be sent to the laboratory "fresh", i.e., not contained in formalin. As these samples need to reach the laboratory within specific timeframes, call APS Histology on **639 0212** to arrange transport.

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|--------------------|------------------------------------|---|
| Tissue for: | Histology only: | 1x APS form; sample on ice (unless otherwise stated). |
| | Histology and microbiology: | 1x APS form and 1x Labtests form; sample on ice. |
| | Microbiology only: | 1x Labtests form; no ice. |

Frozen Section Samples

Refer to site-specific instructions for booking, packaging and transport. Call Histology, **639 0212** for any queries.

Tissue Management Service (Return of Body Parts/Tissue)

APS supports and has a professional responsibility to ensure the return of body parts and/or tissue to patients who wish to regain access, either for viewing or return. Contact Tissue Management on **021 512 078** for further information.

CYTOLOGY

APS Cytology processes both gynaecological and non-gynaecological cytology samples.

Gynaecological Samples

ThinPrep® is used for cytology screening and HPV testing. All smear results are automatically entered into the NCSP Register. HPV testing is funded for women who meet the NCSP guidelines.

Non-Gynaecological Samples

Most fluid samples, such as bronchial specimens, serous or cyst fluids must be received by the Cytology laboratory as soon as possible after sample collection to ensure optimal cell preservation. Please call APS, **302 0516** if you have any queries.

FINE NEEDLE ASPIRATE (FNA)

APS operates a clinic, Monday to Thursday at the Labtests collection centre, 37 - 41 Carbine Road, Mt Wellington. Call APS **639 0212** to make an appointment.

FNA Collection at Clinics

Prior consultation with the cytology laboratory is advised as APS is able to provide technical and/or professional assistance. Call **639 0212** to make an appointment for a technologist to attend or for advice.

GENERAL INFORMATION

Request forms - Information Required

Patient Information

- Family Name & First Name
- Date of Birth
- NHI Number
- Eligibility / Residency Status

Referrer Information

- Name & NZMC / NCoNZ
- Practice or Clinic location
- APS Requester Code
- HPI CPN

Test Information

- Required test clearly identified
- Relevant Clinical Details

APS Requester Codes

All APS requester codes are "D" followed by 5 numbers and must display on the request form. Each code in the APS database has unique information hardcoded against it, including the preferred report modes.

Contact APS for a new code or to update codes. Ph: **302 0516** or email: aps.info@adhb.govt.nz

Eligibility for Funded Tests

The patient residency / eligibility status must be declared on all request forms. If the patient, or test, does not meet the criteria for funding, the patient must pay for the test. For detailed information on eligibility please go to the MoH website: www.health.govt.nz/eligibility

Payment for Non-funded Tests

When a patient is established as being ineligible for funded tests, they must be informed of the cost. An "APS Price List" is available, or call **302 0516** to confirm test prices.

With some complex testing, only an estimate of the total cost can be provided until final testing is complete. If payment is being collected from the patient at the time of the consultation, write "Charge to Practice" on the form and an invoice will be sent to the referring practice. APS is able to send the patient an invoice, but to do so, the patient's email address, NZ postal address and contact phone number must be provided on the request form.

Additional Copies of Reports for other Referrers

Please note that referrers can access patient reports on CareConnect TestSafe.

For a copy of a report to be sent to another practitioner the name and location, or the full practice name of the "Copy To" practitioner, must be provided. If a patient label is attached to a pre-printed APS request form, circle the name of the "Copy To" doctor and 'arrow' to the "Copy To" space on the form. **Just "GP" is insufficient information.**

Multiple Histology Samples for One Patient

Only one request form is required when multiple histology samples are taken from a patient in the same procedure. Specific sites must be clearly listed on the request form and written on the appropriate container label.