

For PDF Fillable Requisitions, the following applies:

1. The form shall be completed using a Digital Health assigned computer.
2. Absolutely no personal health information shall be electronically saved on a computer.
3. The completed form shall not be shared electronically. If you reasonably believe that e-mailing the information is the only available method of communication or the only way to send the information then you must adhere to the Privacy guideline titled "E-mailing Personal Health Information".
4. All forms must be completed in their entirety, e.g. if a staff member has only completed half of a form they cannot save their work and then come back to complete it at a later date.
5. Once the personal health information has been recorded onto the form, it is to be printed immediately, deleted (not saved) from the computer, and then stored securely inside the client (paper) health record or scanned into an electronic record.
6. Do not print unnecessary duplicate copies of the form.
7. Regular audits of the Digital Health assigned computer shall be undertaken to ensure that no personal health information is being duplicated and saved.

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**NON-GYNAECOLOGICAL CYTOLOGY  
LABORATORY REQUISITION  
DEPARTMENT OF PATHOLOGY**

NAME OF PHYSICIAN ORDERING TEST: .....  
(LAST) (FIRST)

Copy of report to: .....  
Address .....  
Fax/Phone .....

REFERRING INSTITUTION NAME AND ADDRESS  
OR CODE (FOR EXTERNAL LOCATIONS): .....

CONTACT .....

TELEPHONE ..... PAGER .....

PHYSICIAN CRITICAL RESULTS PHONE NUMBER.....

PHYSICIAN'S SIGNATURE .....

LOCATION/WARD: .....

PATIENT NAME: .....  
(LAST) (FIRST)

DATE OF BIRTH: ..... GENDER:  M  F  
DD/MM/YYYY

FACILITY HEALTH RECORD NO.: .....

PERSONAL HEALTH ID NO. (PHIN): .....  
(PROV. OR INST.)

PATIENT PHONE NUMBER.....

PHYSICIAN (PRINT): .....  
(LAST) (FIRST)

COLLECTION DATE and TIME: .....

**PLEASE COMPLETE THE INFORMATION ABOVE, PRINT CLEARLY**  
**\*\*\* Specimens may not be examined without the appropriate Demographics and Clinical Information \*\*\***

**\*SPECIMENS MUST BE IDENTIFIED WITH PATIENT NAME, PHIN, AND SPECIMEN SITE.**

**INVESTIGATION REQUIRED:**  TUMOR CELLS  OTHER (specify) \_\_\_\_\_

**TYPE OF SPECIMEN:** (with *exact* location)

- BAL  Right  Left  Sputum
- Bronchial wash  Right  Left  Pleural
- Bronchial brush  Right  Left  Peritoneal  Fluid  Washing
- Urine  Voided  Catheterized  Pericardial Fluid
- Breast  Right  Left  CSF
- FNA (specify site) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

**CLINICAL DATA:**

Any previous tumors (malignant or benign) \_\_\_\_\_

Please list all relevant clinical information.





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## **Appendix 1 DSM Non-Gynaecological Cytology Requisition Information Sheet**

- Note:**
- Duplicate or triplicate copies of requisition no longer required.
  - Use this requisition for all Cytology specimens **except** PAP smears
  - Print Clearly

1. Complete the following **required** physician demographics:
    - Name of physician ordering test: Last Name, First name
    - If other physicians require a copy of the report include
      - Physician's Name: Last name, First name
      - Physician's Address
      - Physician's fax number/ phone number
    - If specimen is being referred in from an external location include:
      - Name of referring institution; and
      - Address of referring institution.
    - If physician requests to be contacted by the pathologist:
      - Contact: Last name, First name;
      - Telephone number; and
      - Pager number.
    - Physician's **signature** (or **designate**- for non invasive procedures)
    - Indicate the appropriate location for the final report
  
  1. Complete all of the following **required** patient demographics:
    - Patient Name: Last name, First name;
    - Date of birth: dd/mm/yyyy;
    - Check the appropriate box indicating gender;
    - Facility Medical Records Number (MRN);
    - PHIN (or equivalent);
    - Out-of-Province patients must indicate the PHIN number including the issuing province;
    - Print physician's name: Last name, First name; and
    - **Specimen collection** date and time
  
  2. One specimen per requisition.
  
  3. Indicate the type of fixative which specimens are submitted in (if applicable).
  
  4. Indicate the type of specimen(s) submitted.
  
  5. Indicate Investigation Required. I.e. Tumor cells, virals, PCP, etc.
  
  6. Document the type of operation or procedure performed.
  
  7. Document **all relevant clinical data** including any previous pathology/cytology.
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