

Cytopathology- Order Entry

Note: Appearance of steps may vary depending on type of EPIC module you are using. Refer to specific trainings and guidance as appropriate.

- Choose Patient
- Order Cytology, non-gynecologic

The screenshot shows the 'Cytology, non-gynecologic' order entry form. The form is titled 'Cytology, non-gynecologic' and has 'Accept' and 'Cancel' buttons in the top right corner. The form is divided into several sections:

- Status:** Normal (selected), Standing, Future
- Class:** Clinic Collect (selected), Lab Collect, External Collect, Home Collect
- Priority:** Routine (selected), STAT
- Specimen Type:** Body Fluid
- Clinical History/Information:** pain
- Surgical Procedure:** testing
- Number of Specimens:** 1 (selected), 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15
- Specimen 1 Source:** Axilla, Right
- Specimen 1 Description:** lower
- Specimen 1 Frozen?:** Yes, No (selected)
- Release to patient:** Immediate (selected), 24 hour delay
- Comments:** + Add Comments
- Reference Links:** • Northwell Lab Test Compendium

At the bottom of the form, there is a section for 'Additional Order Details' and a 'Next Required' button. The bottom right corner has 'Accept' and 'Cancel' buttons.

- Complete Clinical History/Information and Surgical Procedure
- Choose number of specimens
- For each specimen, choose applicable source
 - o All common sources have been added. Do not choose Misc. unless source is uncommon.
- In Specimen description, type in more specific descriptors of the source, if applicable
 - o This is required for any source listed as miscellaneous
 - o This is required for any multipart specimen with the same laterality
 - o The Source field and the Description field will combine to become the Specimen Source in the final report
 - Ensure that this is exactly how it should be in the final report as it will not be altered.

- In the Description field, do not repeat what is chosen in the Source field as it will become duplicate. (e.g. do not write urine in the description field and also click urine as a source. It will transmit as Urine urine on the final report. Just click urine as the source)
- Unclear or duplicate sources will result in delays
- Complete remaining fields, as applicable.
- For multipart, repeat for each part
- Click Accept

Cytology, non-gynecologic ✓ Accept ✗ Cancel

Status: **Normal** Standing Future

Class: Clinic Collect Lab Collect **Clinic Collect** External Collect Home Collect

Priority: **Routine** STAT

Specimen Type: Body Fluid

❗ Clinical History/Information:

❗ Surgical Procedure:

Number of Specimens: **2** 3 4 5 6 7 8 9 10 11 12 13 14 15

❗ Specimen 1 Source:

❗ Specimen 1 Description:

Specimen 1 Frozen? Yes **No**

❗ Specimen 2 Source:

❗ Specimen 2 Description:

Specimen 2 Frozen? Yes **No**

❗ Next Required ✓ Accept ✗ Cancel

- Enter Diagnosis Code
- Click Accept

Search for diagnosis + Add Common

Sort Diagnoses
 By Name **By Priority**

PSA elevation

Cytology, non-gynecologic

All Clear

Accept Cancel

- Go to Visit Orders- AMB Visit Orders

Report Name	Report Display Name	ID
AMB Visit Orders	Visit Orders	20100031
AMB Rooming Report	Rooming Report	20100029
Video Visit Patient Status	Video Visit Patient Status	80400
Immunization Summary	Immunizations	20153100
AMB Patient Appointments Report	Upcoming Appointments	2100000007
AMB Current Meds and Allergies	Meds & Allergies	2100000015
AMB ENCOUNTER CHARGES	Encounter Charges	2100000107
AMB Active Questionnaire Series	Questionnaire Series (Active)	2100000152
AMB PATIENT SNAPSHOT (HTML/CSS)	Snapshot	2101805401

- Find order for patient
- Click Print Label and Collect

Specimen Type:

Lab:

Collected By:

Body Fluid

Cytology, non-gynecologic [5555564703]
 Scheduled: Thu May 28, 2026 11:49 AM
 Ordered: Clinic Collect, Routine, Specimen Types - Body Fluid;

Label Printer:

- Reprint labels for each vial of each source. For each specimen vial, affix the label with the appropriate patient demographics and source.

Visit Orders

POCT CTNG	Ordered On: 05/20/2026
POCT CTNG	Ordered On: 05/20/2026
POCT CTNG	Ordered On: 05/20/2026
Human Papillomavirus (HPV) High Risk Molecular Detection with Reflex to Genotyping	Ordered On: 05/28/2026
Completed	
POCT CTNG	Ordered On: 05/20/2026

Orders Needing Specimen Collection

Ordered	Task	Status
05/28/26 1148	Cytology, non-gynecologic - Prio: Routine, Collected (05/28/26 1148)	Incomplete
05/28/26 1150	Reprint Label for Cytology, non-gynecologic	Incomplete

Ancillary studies

All additional specimens taken at the same time (e.g flow cytometry, microbiology) should be ordered separately and routed to the appropriate department.

- The only exception is for Thyroid specimens taken for reflex to molecular, which should be ordered as part of the FNA case and kept with the Cytology FNA.
 - o For Thyroseq, Afirma and Quest Thyroid cancer Mutation panels, follow the steps above for multipart cases and add a specimen source for the reflex request.
 - Do not order the separate Thyroseq, Afirma or Quest Thyroid cancer mutation panel test as this does not reflex appropriately.
 - o In the Description – put any specific descriptors for the source, and then write “for [molecular test]. Reflex to [AUS/SUSN or AUS]” (e.g. mid pole for Thyroseq. Reflex to AUS/SUSN”)
 - Note: this is the only exception for the Description field having statements other than the source.
 - o Obtain vial and requisition as below:
 - Thyroseq (CBLPath)- proprietary vial and requisition
 - Afirma (Veracyte) - proprietary vial and requisition
 - Thyroid cancer mutation panel (Quest)- Cytolyt vial
 - o Affix label to vial and complete requisition if applicable. Obtain print out of insurance information.
 - o Package the requisition (if applicable), insurance information and vial with the Cytology case

Reviewing the Order

- If needed, the order can be checked in Chart Review, which if ordered correctly, will show the status as “Collected”

Chart Review Snapshot Synopsis **Pre-Charting** History

Chart Review

Encounters Notes **Labs** Imaging Cardiology Procedures Meds LDAs Media Letters Episodes Plans of Care

Results Review Preview Refresh Lab Flowsheet Route Order Again

Filters Hide Canceled w/Results In Process Micro Genomic Orders Pathology **On**

A...	Date/Time	Test	Abn...	Order Class	Status	Auth Prov	Encounter Type	Pi
Today								
	Today at 11:48	Cytology, non-gyneco...		Clinic Collect	Active - Collected (05/2...	Stella S. Hahn, MD	Appointment	N
	Today at 11:36	Human Papillomaviru...		Clinic Collect	Active - Collected (05/2...	Stella S. Hahn, MD	Appointment	N
	Today at 11:36	Cytology, Gynecologic		Clinic Collect	Active - Collected (05/2...	Stella S. Hahn, MD	Appointment	N

Chart Review Snapshot Synopsis **Pre-Charting** History **Report Viewer**

Report Viewer

Today at 11:48 Cytology, non-gynecologic

Order Tracking

```

    graph LR
      A[Ordered  
5/28 11:48] --- B[Collected  
5/28 11:48]
      B -.- C[Final Result]
  
```

Order Report: Cytology, non-gynecologic (Order #5555564703) on 5/28/26

Order Requisition: Cytology, non-gynecologic (Order #5555564703) on 5/28/26