

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

FNA and Frozen Section Bookings

Ph: (09) 639 0212 Email: hsaps@adhb.govt.nz

Supply Orders

Email: aps.info@adhb.govt.nz

Urgent Histology Queries After Hours

Weekdays 5:00pm - 11:00pm

Ph: (09) 638 0310

After 11:00pm and weekends

Ph: 0274 923 439

HISTOLOGY

Fresh Tissue Samples

Some tissue samples need to be sent to the laboratory "fresh", i.e., not contained in formalin. Contact APS to arrange transport as samples need to reach the laboratory within a specific time frame.

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. Phone Histology, **639 0212** with 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. To contact Tissue Management email: **apsrtp@adhb.govt.nz**

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.

CYTOLOGY

Gynaecological Samples

ThinPrep® is used for both cytology screening and HPV testing. Patient ethnicity and address must be on the request form. HPV testing is funded for women who meet the NCSP guidelines. Smear results are sent to the NCSP register.

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. Phone APS, **302 0516** with any queries.

FINE NEEDLE ASPIRATE (FNA)

APS operates a clinic, Monday to Thursday at the Labtests collection centre, 37 - 41 Carbine Road, Mt Wellington. To make an appointment, phone **639 0212** or email: **hsaps@adhb.govt.nz**

FNA Collection at Clinics

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

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 operate 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.

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

Sample Transport Envelopes

To comply with transport regulations, samples in preservative solution being transported directly to the laboratory by taxi or commercial courier must be transported in a white sealable 'APS Transport Envelope'. Envelopes can be ordered on the 'APS Supply Order Form'.

GENERAL INFORMATION

Request forms - Information Required

Patient Information

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

Referrer Information

- Name & practice address
- HPI CPN / NZMC / NZCoNZ and/or
- APS Referrer Code

Test Information

- Required test clearly identified
- Full relevant Clinical Details

APS Referrer Codes

APS referrer codes ('D' followed by 5 numbers), are hardcoded with unique information, including the preferred report mode for results and all contact details for the referrer. The APS 'D' code and/or the referrer HPI CPN must display on the request form.

To set up a new APS code or to update codes, phone **302 0516**, or email: aps.info@adhb.govt.nz

Patient 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 Guide" is available on request, or phone **302 0516** to confirm test prices.

For Histology cases, only an estimate of the price 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 the practice will be invoiced. APS is able to send the patient an invoice, but 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

If a copy of the report is to be sent to another practitioner, clearly write on the request form, the name and suburb / town, or the practice name of the "Copy To" practitioner.

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 writing "GP" is insufficient information.**

Please note: TestSafe and HL7 are the recommended safest ways for a referrer to receive patient results.