

30 May 2022

APS Service Information

E-Orders Laboratory Request Forms:

In response to a number of queries, we can confirm that the request form produced by the Labtests eOrder system is compatible to use for processing histology and cytology samples you send to the APS laboratory.

Click on the Cytology or Histology tab and complete the eOrder request with all the relevant details, including clinical details.

Click on 'NEXT and 'PLACE ORDER', then **print** the order and place the request form in the side pocket of the biohazard bag containing the specimens.

Multiple Histology Samples on One Patient:

Only one request form is required when multiple histology samples are taken from a patient in the same procedure. The multiple samples are treated as one case and are reported by one pathologist. Please list specific sites on the request form and note on each appropriate container label and place all samples into a biohazard bag.

Checking Lids on all Histology Containers:

The histology pots contain formalin, which is critical to producing good preservation of the biopsies. However, this chemical gives off formaldehyde gas, presenting a potential health risk to those who are exposed to it as part of their work and precautions must be taken to eliminate or reduce exposure as much as possible.

To assist with safe handling of the pots, we ask that you:

- use a pot size where the tissue sample can be entirely covered in formalin;
- correctly thread and tighten the lid before placing into a biohazard bag;
- ensure the zip lock seal on the biohazard bag is fully closed;
- one biohazard bag holds a maximum of 6 x 70ml pots - if you are sending more than six pots, please use a second biohazard bag and rubber band the bags together;
- fold the request form and place in the side pocket to avoid contamination should the pot leak – do not place the form in the bag with the pot(s).

Eligibility and Non-funded Testing:

The patient's eligibility status must be declared on the request form and if the patient or test is non-funded, the patient must pay for their tests. The most straightforward payment method is for a practice to collect the test payment from the patient and to write "Charge to Practice" on the request form. APS will then send a one off invoice to the practice.

Alternatively, a patient can drop a cytology sample at a Labtests collection centre and make the payment, which will include a Labtests surcharge to cover handling. Or APS can invoice the patient, as long as an email address and NZ contact phone number for the patient is provided on the request form.

For referrer codes, test prices and any other general queries, please email Customer Services aps.info@adhb.govt.nz or call (09) 302 0516 or 0800 256 356.