

Guidelines for Nurse Pap Smear Collectors Using PathWest



Request Forms

PathWest can supply personalised Pap smear request forms to credentialed Nurse Pap Smear collectors upon request. The request forms are pre-printed with your name, address and contact numbers, together with your credential number and the name of your nominated Medical Officer.

Should the patient choose to have her regular GP receive a copy of the report, the name and address of the GP **must** be written in the “additional copies to” section of the request form.

Collection and Delivery of Pap Smears

It is a requirement that Pap smears be identified with the woman’s name and date of birth in pencil on the frosted end of the slide, **and** on the slide carrier label. Smears can be bundled together with an elastic band and placed in a bag along with the completed request forms.

The specimens should be sent to the local PathWest laboratory by routine courier or laboratory service.

Collection and Delivery of Other Specimens

The pre-printed request forms are designed for use for collection of Pap smears only. Should nurses collect specimens other than pap smears (eg. HVS/ECS for microbiology), testing of these samples can only be requested by a doctor. The pathology request form must contain the requesting doctor’s name, provider number and signature.

Other specimens should be placed in a separate plastic biohazard bag. It is critical that smears and other specimens are kept separate from any specimen jars containing formalin.

The specimens should be sent to the local PathWest laboratory by routine courier or laboratory service.

Specimen Receipt and Reporting of Results

PathWest has numerous laboratories and collection centres around Western Australia with extensive courier services. If you are unsure of your local services, contact the Laboratory Manager at your nearest PathWest laboratory or phone PathWest Reception at Nedlands on (08) 9346 3000.

PathWest branch laboratories will register, process and report most routine specimens locally. However, cytology specimens and biopsies are sent to the main laboratory in Nedlands. Any specimens requiring PCR such as Chlamydia, Gonorrhoea or HPV are also sent to the main laboratory.

The Cytology Unit will process the Pap smears and send the report back to you. In regional and remote areas, the results are electronically sent to the local branch laboratory who will then issue a hard copy report. Urgent results can be faxed if required. A copy of the report will also be sent to your nominated Medical Officer and the patient’s GP (if requested).

If you have queries about your Pap smear reports, please contact the Cytology Scientist in Charge on (08) 9346 2846.

Billing

For direct billing to Medicare, please ensure the patient has signed the Medicare assignment on the request form. If the form is not signed, the patient will receive an invoice for payment (which they can then reclaim from Medicare).

