

Directory of Services

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Telephone Numbers

- **Greenville Pathology, P.A.**.....252-561-7992
Toll Free 1-888-708-7284
24-hour pager 252-561-3350

Menu Options

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- **Greenville Pathology, P.A. (FAX)**..... 252-561-7993
- **Greenville Pathology, P.A. (Billing FAX)**.....252-752-2016

**In the event that the phone service to Greenville Pathology, P.A. is interrupted, please call the following numbers in order to reach us in the order given:

- 252-714-6070 Dr. Ballance's cell phone
- 252-561-3350 Dr. Ballance's pager



Introduction

Greenville Pathology, P.A. is dedicated to providing the best pathology services possible. The quality of the results from lab testing is dependent upon the proper collection and subsequent handling of each specimen. This booklet is provided to help your office collect, package, and transport your patient's specimens.

Greenville Pathology, P.A. will only accept those specimens submitted by providers licensed to practice medicine in their appropriate field of medicine.

Please note that if ever there is a change in the laboratory result that creates a significant difference in the interpretation of test results, a comprehensive explanation will be made to any affected client immediately.

Members of our staff are available for medical and technical consultation at your request. Feel free to contact us whenever necessary.

As new technologies emerge, we will strive to offer these services to your patients. Because the medical field changes so rapidly, all of the available tests may not be listed in your version of the Directory of Services, so please feel free to call the office to inquire about additional ancillary services.

Supplies

All supplies necessary for submitting specimens are provided to clients as part of our service to you. The type/quantity of supplies must correlate with the type/number of specimens submitted to Greenville Pathology, P.A. for testing.

To order supplies, please visit our website at GreenvillePathology.com and use our online portal; send a request via your courier; call our lab at 1-252-561-7992, extension 4 ;or you may also order by FAX at 1-252-561-7993, ATTENTION: LINDA.

Health and Safety Precautions

As always, every specimen should be handled as though it were infectious. The most serious risk to healthcare workers is exposure to blood and body fluids containing the Human Immunodeficiency Virus (HIV) and hepatitis viruses. Information regarding safe specimen handling may be obtained from the U.S. Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control and Prevention (CDC). Because leaking containers pose a health hazard, all specimens must be placed in a well-constructed container with a secure lid and then placed in specimen bag. Care should also be taken when collecting each specimen to prevent contamination of the exterior of the specimen container and accompanying requisition. Specimens in syringes, with needles, are not allowed by law to be transported. Please properly discard used needles or other sharps prior to transport.



Proper Identification of Specimens

All specimen containers and slides must be labeled with two unique identifiers at the time of collection. Examples of acceptable identifiers include but are not limited to:

1. Patient Name
2. Medical Record Number
3. Date of Birth

All surgical pathology specimen containers also require a specific anatomic site/source. Specimens must be accompanied by a paper requisition, prepared either by hand or printed. During the collection procedure, keep the requisition free of contamination and place it in the side pouch of the specimen transport bag. The requisition should include:

1. Patient name
2. Date of Birth
3. Sex
4. Medical Record Number
5. Social Security Number
6. Collection Date
7. Submitting Provider's Name
8. Insurance Information with ICD10 code
9. Anatomic Site/Source of Tissue
10. Pertinent clinical impression and information

Instructions for completing Greenville Pathology, P.A. Paper Requisitions

1. The preprinted information in the upper right hand corner will include:
 - a. The name and phone number of your facility.
 - b. A cryptic interface abbreviation (for Greenville Pathology, P.A. use only). This information is identical to our computer data for reporting and billing purposes. Please notify us of any changes as soon as possible.
2. Patient information section should include:
 - a. Last and first name PRINTED clearly.
 - b. Any name change within the last five (5) years. (i.e., marriage, divorce)
 - c. Birth date/sex/race
 - d. Medical record number or patient ID number.
 - e. Social security number
 - f. Collection date of specimen
3. The financially responsible party section, must include:
 - a. Name and address and phone number (including area code) of the financially responsible party.
 - b. The Submitting Provider (please use the name as it would be used on the NPI website)
 - c. Referring Provider
 - d. If additional physicians or institutions need a copy of the report, please designate under "Copy to".
4. Priority status
 - a. If you want the results called or faxed, please fill in the information on the requisition.
 - b. RUSH status-check the box on the top of the form.

5. Billing
 - a. Check the desired type of billing
 - b. An appropriate ICD-10 code or diagnosis must be provided.
 - c. Billing Information
 - i. Provide all insurance information, including any photocopies available
 - ii. If no insurance is available, note patient/self pay and provide all demographic information for patient contact
 - d. Medicare (routine or diagnostic) or Medicaid-check the appropriate box. (If choosing Medicare, the patient must sign the non-covered services statement located on the left side of the requisition directly above the header "Cytology GYN")
6. Insurance Information
 - a. If the patient has Medicare and/or Medicaid, please provide a complete ID # on the appropriate line. (If either of these are secondary to other provided insurance, please specify)
 - b. For primary or secondary insurance, the following information is needed:
 - i. Insurance company name
 - ii. Insurance company address
 - iii. Policy # in full
 - iv. Group # if applicable
 - v. Subscriber name
 - vi. Employer of the subscriber
7. Specimen Information-Choose and complete the appropriate section
 - a. Cytology-Gyn: Please include the following information:
 - i. If the specimen is "ThinPrep®", check the appropriate box.
 - ii. The source of the specimen (i.e. vaginal, cervical, endocervical)
 - iii. Last menstrual period (LMP)
 - iv. Result of previous pap smear.
 - v. Number of slides if conventional.
 - vi. Check all that apply for clinical information, previous history (i.e. oral contraceptives, postmenopausal bleeding, pertinent procedures or treatments).
 - b. Molecular Pathology: Please utilize any applicable sections or free text fields
 - c. Cytology-Non-Gyn Section must include source of specimen and any pertinent clinical history
 - d. Histology Section: Please include the following information:
 - i. Date of operation
 - ii. Clinical information, pertinent history or operative findings
 - iii. A pre-operative diagnosis
 - iv. A post-operative diagnosis
 - v. Operation performed-The source(s) of the specimen(s), indicate the type of tissue, (i.e. skin, lymph node) and the anatomic site from which the tissue was removed (i.e. arm, cervix)
 - vi. Special studies required (i.e. special stains, DNA analysis, etc.)

Completing all the information on the requisition provides the laboratory with information necessary to process the specimen appropriately.



Unacceptable Specimens

Greenville Pathology, P.A. can only perform tests on properly labeled specimens. It is equally important that requisition forms be filled in completely and accurately. There are a number of conditions that will cause a specimen to be considered “unacceptable”, including:

- Specimen and/or requisition received without a patient name
- Empty specimen container
- Name on specimen container and name on requisition do not match
- Specimens received without a requisition
- Requisition received without a specimen
- Multiple specimens received on one patient without specific identification of source on each specimen.
- Any specimen beyond its specific processing life (please refer to particular collection requirements).

Any specimen received with any of the above listed criteria will be given an accession number and logged into the computer as “TNP” (Test Not Performed). A report will be issued showing that the specimen was not processed and the reason for rejection will be listed. The specimen along with the original requisition and a copy of the report will be re-bagged and returned to you. After you have received the rejected specimen, please correct the problem and send the specimen and the original requisition back to us. We will make every effort to expedite its processing.

Billing

The extent of tissue examination can be determined only at the time that the pathologist examines the specimen. The fee for our services will vary based on the number of specimens, size and complexity of the specimen and difficulty of diagnosis. The fees for our service and submission of bills to patients, and third parties will be based upon Current Procedural Terminology. Surgical Pathology CPT Codes encompasses procedures 85060 through 89399. Please refer to Physicians Current Procedural Terminology, American Medical Association, P.O. Box 10946, Chicago, Illinois 60610.

Routine Handling Procedures

- We strongly recommend that you submit only one specimen per container. However, if multiple specimens are placed in one container, differentiate them by noting their size or by marking with a suture. In any case, only one requisition form is needed for multiple specimens. Just be sure to identify each specimen on the request separately.
- Be careful when handling a freshly collected specimen not to crush it with hemostats, forceps or other instruments.
- Do not allow specimens to dry out. For specimens not requiring special studies such as flow cytometry, place each specimen in an appropriately sized container of 10% neutral buffered formalin. Formalin must surround the entire specimen for it to receive proper fixation.
- Keep all specimens at room temperature unless otherwise noted on the specimen requirements.
- A Greenville Pathology, P.A. courier will pick up specimens from your office daily or on a “call-in” basis depending on your office needs.

Specimens with Special Submission Requirements

- **Bone Marrow**

Submit six air-dried bone marrow smears, two peripheral blood smears and blood clot containing marrow particles and/or bone marrow core biopsy. Fix bone marrow clot and/or biopsy in 10% formalin. Keep marrow smears and clot in separate airtight containers, as fixative fumes interfere with staining and make interpretation difficult. Include CBC results and other pertinent clinical data.

- **Breast**

Breast biopsies should be placed in 10% formalin within one hour of resection. The time of removal of the tissue from the patient and the time of immersion of the tissue in formalin should both be recorded on the patient's requisition.

If a frozen section is needed, then submit the specimen on a saline-soaked gauze and call 252-561-7992, press "2" or "0" for immediate pick up.

- **Lymph Nodes**

Lymph nodes should be submitted fresh on saline-soaked gauze and stored in the refrigerator until pick up. Do not place in any fixative. Call 252-561-7992 and then press "2" or "0" for immediate pick up.

- **Nails**

For the analysis of nail clippings or scrapings, collect the fragments in a sterile urine cup with no fixative. Greenville Pathology, P.A. will provide the sterile urine cups if needed. Please specify on the requisition if a culture is needed in addition to histological examination. If both culture and histology are requested, please submit more than one fragment in the sterile urine cup and we can divide the specimen at Greenville Pathology, P.A. We need more than one fragment because we do not have sterile scalpels in our lab to cut the nails with.

- **Frozen Sections**

Tissues submitted for frozen section diagnosis must be prevented from drying out. Saline-soaked gauze works well. Do not submerge tissue in any type of fixative. If the specimen's anatomic orientation is critical to the diagnosis, make sure to include clear instructions or markings. Contact the lab for immediate pick up by dialing 252-561-7992. Then press "2" or "0".

Note: Scheduling Frozen Sections – Whenever possible, schedule frozen sections in advance by calling 252-561-7992, then press "1". You will be connected with someone who will help you arrange a convenient time.

- **Special Stains and Immunoperoxidase Studies**

These studies may be requested on the patient requisition

- **Gross Examination Only**

These studies may be requested on the patient requisition

- **Microbiology Cultures**

Greenville Pathology, P.A. does not provide this service. Please consult the laboratory with which you have contracted to handle clinical laboratory tests.



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- **Kidney Stones or Calculus Analysis**
Place these air-dried specimens in a clean dry urine cup or other small container with no saline or fixative
- **Cytogenetics Request**
Specimen can be submitted at room temperature or kept in the refrigerator if immediate pick up is not possible. **Do not** freeze or put on ice. **Do not** place specimens in formalin, saline, or any other transport media. Immediately after the specimen is collected, call Greenville Pathology, P.A. at 252-561-7992, then press “2” for STAT pick up. When filling out the requisition form, include all pertinent clinical information including length of gestation or LMP, previous pregnancies and their outcome, family history or suspected chromosomal anomaly.
- **Flow Cytometry**
Place fresh specimens on saline-soaked gauze in a sterile container and keep refrigerated until it is picked up. Call Greenville Pathology, P.A. at 252-561-7992, and then press “2” for STAT pick up.
- **Muscle Biopsies**
Muscle tissue should be secured in a special muscle clamp if possible and placed on saline-soaked gauze. Contact Greenville Pathology, P.A. for immediate pick up by dialing 252-561-7992, then press “2” or “0”.

Cytology

“Conventional” PAP Test

- **Patient Preparation**

Proper patient preparation encompasses the following:

1. Ideal sampling date is two weeks after the first day of the LMP.
2. Discourage sampling during normal menses.
3. Avoid use of vaginal medication, vaginal contraceptives, or douches for 48 hours prior to examination

- **Conventional Cervical (GYN) Pap Smear**

Proper technique for the collection and preparation of cytological specimens by the clinician is just as important as the experience of the cytotechnologists and pathologists who evaluate them. There are various sites in the female genital tract that may be considered as a source for cytologic specimens. However, for adequate study of the female genital tract for malignancy, we suggest a well-collected and properly preserved Pap smear taken from the ectocervix and the endocervix.

1. Using a lead pencil, write the patient’s name and a second unique identifier on the frosted end of the slide (unlabeled slides cannot be accepted).
2. Scrape cervix with spatula provided and smear on glass slide.
3. Insert the cytobrush into the endocervical canal until the bristles are barely visible; turn 90°-180° and remove immediately. Smear/roll the sample onto the glass slide. (Brush not recommended for use during pregnancy).
4. Immediately apply fixative. The fixation step is one of the most important considerations in specimen preparation.

ThinPrep Pap Smears (GYN)

ThinPrep® Pap Test Quick Reference Guide

Endocervical Brush/Spatula Protocol

- **Obtain . . .**
... an adequate sampling from the ectocervix using a plastic spatula
- **Rinse . . .**
... the spatula as quickly as possible into the PreservCyt Solution vial by swirling the spatula vigorously in the vial 10 times. Retain the spatula in PreservCyt vial.
- **Obtain . . .**
... an adequate sampling from the endocervix using an endocervical brush device. Insert the brush into the cervix until only the bottom-most fibers are exposed. Slow rotate ¼ to ½ turn in one direction. DO NOT OVER-ROTATE.
- **Rinse . . .**
... the brush as quickly as possible in the PreservCyt Solution by rotating the device in the solution 10 times while pushing against the PreservCyt vial wall. Swirl the brush and spatula vigorously and scrape bristles with spatula to further release material. Discard the brush and spatula.
- **Tighten . . .**
... the cap so that the torque line on the cap passes the torque line on the vial.
- **Record . . .**
... the patient’s name and a 2nd unique identifier on the vial.
... the patient information and medical history on the cytology requisition form
- **Place . . .**
... the vial and requisition in a specimen bag for transport to the laboratory

·ThinPrep Pap may be processed within 6 weeks post collection, when retained between 15-30°C.

·No brush, broom or spatula should be submitted in vial.

Non-Gyn Specimen Collection

- **Smear**
 1. Write patient's name and another unique identifier in pencil on frosted end of slide.
 2. Submit 1-5 slides of material from any source that can be evaluated cytologically.
 3. Fix the first smear immediately with spray fixative and allow the second smear to air dry without fixative. Repeat this process for additional sets of smears. Allow all slides to dry fully before packaging slides for transport.
 4. Submit in appropriate slide container.
 5. Include appropriate clinical information on properly filled out requisition form.
- **Fluid**
 1. Submit fluid in a leak-proof container.
 2. The container must be labeled with the patient's name, a 2nd unique identifier, and the source of the fluid.
 3. Refrigerate until courier pick-up.
 4. Submit a completed requisition, including appropriate clinical information.

See below for site-specific instructions.
- **Breast Secretion (Nipple Secretion)**

Drops of fluid from the nipple are smeared directly on clean glass slides and fixed immediately with spray fixative. Submit multiple slides whenever possible. **If a Fat Stain (Oil-Red-O) is needed, leave one glass slide to air dry and mark frosted end with an "A".
- **Bronchial Brushing**

Roll brush(s) over clean, dry slides. Fix immediately with spray fixative. The brush(s) may be placed in 50-ml tube containing at least 30 mls Cytolyt. Submit slides and/or liquid together on one requisition.
- **Bronchial Washing**

Submit liquid in a leak-proof container or in a 50-ml tube with 30 mls Cytolyt.
- **Effusions**

Put specimens in a leak-proof container. You may add a portion of the specimen to a 50-ml tube containing Cytolyt.
- **Esophageal Brushing**

Roll brush(s) over clean, dry slides. Fix immediately with spray fixative. The brush(s) may be placed in a 50-ml tube containing 30 mls Cytolyt. Submit slide(s) and/or liquid with one requisition.
- **Esophageal Washing**

Put specimens in a leak-proof container. You may submit liquid in a 50-ml tube with 30 mls Cytolyt.
- **Fine Needle Aspiration Biopsy**

There are several variations of the Fine Needle Aspiration Biopsy technique. We recommend prior training.

 - A. Solid Mass**
 1. Label 8-10 glass slides with the patient's name and another unique identifier on the frosted end prior to starting.
 2. If local anesthesia is used, insert the needle adjacent to, but not into the lesion.
 3. Attach a 21, 22, or 23-gauge needle to a 20-ml syringe and prefill with air if desired
 4. Insert syringe into a fine needle aspiration syringe holder.
 5. Insert needle into lesion.
 6. While applying negative pressure, move needle in short stabbing motions while changing the angle of direction into the lesion.

7. Release negative pressure, then remove needle from the mass. Specimen should not be drawn up into barrel of the syringe. Pressure should be released as fluid appears in the needle hub.
8. Carefully eject one drop of specimen onto the slide.
9. Use another slide to smear the aspirated material.
10. Fix one slide immediately using spray fixative and allow one to air dry. Label fixed side with "F" and one air dried slide with "A".
11. This procedure should be repeated with an attempt to sample different areas of the mass each time.
12. If blood, fluid, or cellular material in excess is obtained with a needle pass, it should be expressed into a prefilled 50-ml centrifuge tube containing 30 mls of Cytolyt fixative. The needle and syringe should be rinsed with this same solution. Submit the liquid specimen with the slides using one request form.
13. Clinical information is required for the pathologist to render a diagnosis. Please indicate on the request form the specific site, clinical diagnosis, whether the lesion is solid or cystic and gross appearance of the aspirate if applicable.

B. Cystic Mass

Steps 1-8 are the same as the above procedure.

9. Express the fluid into a prefilled 50 ml centrifuge tube containing 30 mls of Cytolyt fixative. The needle and syringe should be rinsed with this same solution.
10. Clinical information is required for the pathologist to render a diagnosis. Please indicate on the request form the specific site, clinical diagnosis, whether the lesion is solid or cystic and gross appearance of the aspirate if applicable.

**On-site specimen adequacy is available, in most instances, upon a prescheduled request.*

- **Gastric Brushing**

1. Roll brush(s) over clean, dry slide(s). Fix immediately with spray fixative.
2. The brush(s) may be placed into a 50-ml tube containing at least 30 mls Cytolyt fixative.
3. Submit slides and/or liquid on one requisition.

- **Paracentesis**

Put specimen in a leak-proof container. You may place a portion of the specimen into a 50-ml tube containing 30 mls Cytolyt fixative.

- **Skin (Viral) lesions (Tzanck Smear)**

Remove crust or dome from lesion. Scrape ulceration with a curette. Spread material on a clean glass slide. If multiple slides are obtained, submit some air dried and some with spray fixative.

- **Sputum**

Submit early morning deep-cough specimen prior to any food ingestion. Have patient rinse mouth with plain water. Collect sputum specimens on 3-5 consecutive mornings. Do not pool specimens.

- **Urine**

Collect specimen in a leak-proof container. Place in the refrigerator until courier pick-up.

Molecular Pathology

All specimens can be stored at 2-30°C, unless otherwise noted.

High Risk HPV Testing by Hologic Panther

If you currently are not a reflexive HPV account, or if you are unsure, please check any red boxes on the requisition, in this section, that apply to the particular request.

If a ThinPrep® test was submitted on the patient, it can be used for this test also, provided:

1. The test is ordered within 105 days of the collection date.
2. There is sufficient volume to complete the additional test.
3. No other chemicals (such as acetic acid) have been added to the specimen.

If a conventional Pap test was submitted, or no Pap test is necessary, collect a sample as indicated for the ThinPrep® Pap test, but mark “**HPV Testing**” and “**NO PAP**” boxes on the requisition.

HPV/16/18/45 Genotyping by Hologic Panther

1. Available on request
2. Justifiable reflexive on any positive High Risk HPV test result
3. Processed from current HPV test vial.

If interested in establishing reflexive HPV or Genotype testing on your patient's abnormal Pap results, please contact our office at 252-561-7992, extension 244.

Chlamydia and/or Gonorrhea Testing by Hologic Panther

Please check any red boxes on the requisition, in this section, that apply to the particular request.

If a ThinPrep® test was submitted on the patient, it can be used for this test also, provided.

1. The test is ordered within 30 days of the collection date.
2. There is sufficient volume to complete the additional test.
3. No other chemicals (such as acetic acid) have been added to the specimen.

*If no ThinPrep® Pap Test is required, these alternative collection techniques may be utilized:

1. Aptima Multitest Swab Collection Kit (orange label)
 - a. Clinician or patient, in-office, vaginal swab collection
 - b. Testing must be performed within 60 days of collection.
 - c. Refer to kit packaging for collection instructions.
2. Aptima Unisex Swab Collection Kit (white label)
 - a. Submit blue swab only.
 - b. Testing must be performed within 60 days of collection.
 - c. Refer to kit packaging for collection instructions.
3. A urine sample may be submitted, provided:
 - a. 20-30 ml of first catch urine is collected in a preservative-free collection cup stored between 2°C to 8°C
 - b. The collection was performed within 24 hours of testing
Or
 - c. Aptima Urine Transport Collection Kit is utilized (yellow tube).
 - d. Testing is performed 30 days of collection.
 - e. Refer to kit packaging for collection instructions.

*For use with Male or Female Patients

Trichomonas Vaginalis Testing by Hologic Panther

If a ThinPrep® Pap test was submitted on the patient, it may be used for this test also, provided:

1. The test is performed within 30 days of collection.
2. There is sufficient volume to complete testing.
3. No other chemicals (such as acetic acid) have been added to the specimen.
4. TV, Trich or Trichomonas Vaginalis is written at the top of the Greenville Pathology, P.A. requisition or the appropriate box is selected, if applicable.

*If no ThinPrep® Pap Test is required, these alternative collection techniques may be utilized:

4. Aptima Multitest Swab Collection Kit (orange label)
 - a. Clinician or patient, in-office, vaginal swab collection
 - b. Testing must be performed within 60 days of collection.
 - c. Refer to kit packaging for collection instructions.
5. Aptima Unisex Swab Collection Kit (white label)
 - a. Submit blue swab only.
 - b. Testing must be performed within 60 days of collection.
 - c. Refer to kit packaging for collection instructions.
6. A urine sample may be submitted, provided:
 - a. 20-30 ml of first catch urine is collected in a preservative-free collection cup stored between 2°C to 8°C
 - b. The collection was performed within 24 hours of testing

Or

 - c. Aptima Urine Transport Collection Kit is utilized (yellow tube).
 - d. Testing is performed 30 days of collection.
 - e. Refer to kit packaging for collection instructions.

*For use with Male or Female Patients

Bladder Cancer Screening

Protocol for Bladder Cancer screening by FISH studies for chromosomes 3,7, and 17 aneuploidy and 9p21 deletion:

1. Collection of voided urine by one of the following:
 - a. ThinPrep Urovysion collection kit
 - i. Provided by Greenville Pathology, P.A., on request
 - ii. Refer to kit for instructions
 - b. Preservative-free urine maintained at 2°C to 8°C
2. Testing should be performed within 48 hours of collection.
3. Note FISH for bladder cancer screening on the “additional tests” section of a Greenville Pathology P.A. for requisition.
4. If routine urine cytology is also requested, send the remaining urine to Greenville Pathology, P.A. for processing and note “urine cytology” on the requisition form. There is no reason to fill out an additional Greenville Pathology, P.A. requisition.

Herpes Simplex Virus Type 1/2(HSV) Testing by NAAT

Please check all appropriate red boxes on requisition or note request on order.

1. Aptima Multitest Collection Kit (orange label).
 - a. Please refer to package label for collection instructions.
 - b. In-office clinician collection of visible lesion required
2. Testing must be performed within 30 days of collection.



Bacterial Vaginosis(BV), Candida Vaginitis(CV) and Trichomonas Vaginalis(TV) by TMA (Transcript Mediated Amplification)

Please request by requisition free text, test notation, or electronic order

1. Aptima Multitest Collection Kit (orange label).
 - a. Please refer to package label for collection instructions.
 - b. Clinician or patient, in-office, vaginal swab collection
2. Testing must be performed within 30 days of collection.