

Sample SHOULD NOT BE TAKEN

Woman with an abnormal cervix

Young women aged 20-24 with abnormal vaginal bleeding

Woman outwith screening age: < 24 years & 4 months; > 65 years

Sample SHOULD BE AVOIDED but if taken will be subject to audit

Woman who present earlier than should since last test date

Woman who present for annual smears with previous BL/Mild HR-HPV-ve or BL/Mild HR-HPV +ve with negative colposcopy / biopsy and -ve repeat smear at 6/12 months

Minor Discrepancies – Sample Processed and Reported

	Prep Lab	Office	Reporter
Spelling Error	In margin of request form make note of spelling on vial	Record the TAT code which describes the error as a request flag	Make a comment in final report to describe the minor discrepancy
Transposed Digit <ul style="list-style-type: none"> • Date of Birth • NHS Number 	In margin of request form make note of digit transposition	Record the TAT code which describes the error as a request flag	Make a comment in final report to describe the minor discrepancy
Vial without Form OR Form without Vial	Ask office to call sample taker to enquire about missing form/vial	Record the TAT code which describes the error as a request flag	No action taken

Major Discrepancies – Sample DISCARDED - NOT ACCESSIONED

Essential data missing	Pass case to designated individuals(s) for checking	Make photocopy of request form	No action taken
Mismatch between vial and form	Designated individuals(s) to confirm disposal of vial and record reason for disposal on standard letter	Send standard letter and photocopy of request form to sample taker	
Two or more minor discrepancies e.g. Spelling error, transposed digit in Date of Birth and/or NHS Number			
Unlabelled vial	Record reason for disposal on request form and keep for audit		