

Error Codes – Clinician Taken Samples and Self-Test Samples

Code all sample or request errors with the relevant error code. This provides the laboratory with a means of auditing these samples and reporting self-test error codes to CSMS. Self-test error code S3 is currently redundant.

Clinician sample			Self-test		
Error code	Action Taken	Recommendation	Error code	Action Taken	Recommendation
Error code E1: vial received without form	Contact sender and ask for form. If no form, reject sample.	Request repeat test to be taken after 3 months.	S1: Self- test device received without sample transport bag/label	Identity of the individual cannot be confirmed. Sample not tested. No test result.	No action
Error code E2: form received without vial	Contact sender and check sample was taken.	If no vial request repeat test to be taken after 3 months.	S2: Sample transport bag/label received without self-test device	No test result.	Report to CSMS using the appropriate code to trigger a communication to the participant and order a replacement kit, if the first occasion.
Error code E3: vial is unlabelled	Inform sender. Reject sample.	Request new sample to be taken after 3 months.	S3: Self-test is unlabelled	Sample not tested No test result.	Report to CSMS using the appropriate code to trigger a communication to

					the participant and order a replacement kit if the first occasion.
Error code E4a: vial only partially labelled but acceptable	Follow guidance for minor labelling discrepancies under section 6 of the guidance on acceptance of cervical samples in laboratories .		S4: Patient details on sample transport bag/label and self-test device do not match (NB self-test device should not contain identifiers, however if details have been added by the participant they should match the label)	Follow guidance for minor and major labelling discrepancies. If the identity of the individual cannot be confirmed. Sample not tested. No test result. If identity of individual can be confirmed book in, process and test sample.	No action Report the result to CSMS.
Error code E4b: vial only partially labelled but unacceptable	Follow guidance for major labelling discrepancies under section 6 of the guidance		S5 Self test device is damaged	Process and test sample. If hrHPV DETECTED report Test result issued.	Report result to CSMS.

	on acceptance of cervical samples in laboratories .			Process and test sample. If hrHPV NOT DETECTED / Invalid. Report as HPV unavailable.	Report to CSMS using the appropriate code to trigger a communication to the participant and order a replacement kit, if the first occasion.
Error code E5: patient details on form and vial do not match	Significant data inconsistencies require a repeat sample. Inform sender. Reject sample.	Request new sample to be taken after 3 months.	S6 Out of date self-test device	Sample not tested. No test result.	Report to CSMS using the appropriate code to trigger a communication to the participant and order a replacement kit, if the first occasion.
Error code E6: insufficient patient details on form	Depends on severity. Inform sender. Reject sample	request new sample to be taken after 3 months if major discrepancy	S7 Already had an LBC test in programme	Sample not tested. No test result.	Report to CSMS using the appropriate code to trigger a communication to the participant.

Error code E7: patient details differ from cytology records	Reject if major labelling discrepancy. If minor discrepancy, check Open Exeter and process	inform sender of error.	S8 Sample received in the wrong device/container	Sample not tested. No test result.	Report to CSMS using the appropriate code to trigger a communication to the participant and order a replacement kit, if the first occasion.
Error code E8: valid PIN not provided	Process sample. Attempt to confirm PIN.	Report if HPV positive with inadequate cytology unless abnormal cells detected if PIN not confirmed Inform sender of reason. A negative HPV test result must be reported as HPV unavailable.	S9 Sample tested outside of the time allowed following sample collection	Process and test sample. If hrHPV DETECTED report result. Test result issued If hrHPV NOT DETECTED. Report as HPV unavailable.	Report result to CSMS. Report to CSMS using the appropriate code to trigger a communication to the participant and order a replacement kit, if the first occasion.

Error code E9: vial spilt in transit/ incorrect container/ brush inappropriately missing or present	Process sample. Report as detailed in the 'specimen requirements' section of the guidance for acceptance of cervical samples .	Inform sender of reason.	S10 Other	Sample not tested. No test result.	Report to CSMS using the appropriate code to trigger a communication to the participant and order a replacement kit, if the first occasion.
Error code E10: form/vial details illegible	Depends on severity. Inform sender. Reject sample	Request new sample to be taken after 3 months.			
Error code E11: out of programme sample (age, too early repeat, inappropriate vault)	Reject sample.	Inform sender			
Error code E12: out-of-date vial	Reject sample.	Inform sender. Ask sender to check stock and return any out of			

Final draft

		date vials to the laboratory for safe disposal.			
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