

SIERRA PATHOLOGY LABORATORY, INC

PREANALYTIC
DEPARTMENT: Tissue Room

SUBMISSION OF SURGICAL BIOPSY SPECIMENS

PRINCIPLE:

To assure positive identification and optimum integrity of the patient specimens submitted to Sierra Pathology Laboratory, Inc.

POLICY

Sierra Pathology Laboratory, Inc establishes procedures for specimen labeling requirements, specimen preservation, and conditions for specimen transport.

PROCEDURE - STEPWISE:

1. **All specimen containers must be labeled with two patient identifiers and the anatomic source of the specimen.** Label the specimen with the patient's name in pen directly on the specimen container, and at least one other identifier (e.g., DOB, SSN, MR number, etc)
 - a. If the specimen is received unlabeled or misidentified, it will not be processed and the physician will be notified. It will be the physician's responsibility to correct errors in specimen identification.
2. All biopsy specimens must be accompanied by a Pathology requisition filled out in its entirety. The clinical history information requested is necessary for proper evaluation of the specimen, and must minimally include:
 - Patient's name
 - Requesting clinician's name- (***Specimens are only accepted from physicians or other persons authorized under law.***)
 - Source of specimen
 - Test to be performed- (please indicate if any special stains or specific tests are requested.)
 - Number of specimens submitted
 - Patient's date of birth
 - Date of specimen collection
 - Pertinent clinical history- such as prior abnormal history, clinical presentation, course of treatment, etc.
 - Patient demographics (e.g., address, insurance information, etc)- *Not necessary for immediate processing of specimens, but necessary for proper billing. If information not sent with specimen, office will be contacted for submission of patient demographics.*
3. Specimens submitted for routine gross and microscopic examination should be in a leak-proof plastic screw top or snap top container with enough 10% formalin to completely cover the specimen. Be sure the lid is securely fastened so that no fluid leaks out during transportation. This could lead to loss of diagnostic material.

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4. Specimens submitted for analysis should be in a leak-proof container inside a Ziploc biohazard bag with the pathology requisition form placed in the first pocket of the biohazard bag.
5. Place specimen in specimen box for pickup. If necessary, contact Sierra Pathology Laboratory, Inc Courier Department for pickup at 326-2772.

NOTE

Pathology supplies such as formalin containers are available upon request.

APPLICATION

This policy applies to Sierra Pathology Laboratory, Inc and specimens submitted to this lab. Any change in policy must be approved by the Medical Director.

REFERENCES:

N/A