

# Advanced Pathology Laboratory

## Surgical Pathology Specimen Procurement and Submission

Specimen procurement encompasses all activities from the removal of the specimen to its acceptance by the pathology laboratory. Accordingly, this process requires close cooperation and communication between the clinician, the nursing staff, the clerical and technical staff of the laboratory, and the pathologist.

1. **Specimen procurement:** The procurement of specimens for histologic evaluation consist of the following elements:
  - 1.1. **Patient and specimen identification:** A surgical pathology specimen is typically the result of an invasive procedure and often includes a lesion in its entirety. Therefore, correct identification and integrity of identification, from specimen removal to accessioning within the laboratory, are essential. The physician or nursing staff **must** ensure that the patient identification information submitted to the laboratory is rigorously compared to the patient who is the source of the specimen. Proper identification **must** be on the container and should include at least:
    - 1.1.1. Patient's full name
    - 1.1.2. Unique identifying number
    - 1.1.3. Date obtained
    - 1.1.4. Organ/tissue site
    - 1.1.5. This identifying information **must** match the information on the pathology requisition form. The information **must** be affixed on the body of the specimen container, rather than on the lid, as the latter may be inadvertently transferred.
  - 1.2. **Requisition form (Form # 003):** A requisition form **must** accompany all specimens, and all identifying information on the requisition **must** match that on the specimen containers. The information on the requisition is of two categories: patient demographic and billing information, and specimen information. All items in requisition form should be completed. If the requested information is not applicable, for example secondary insurance, or prior surgery or biopsy, please indicate "none". ICD-9 code can substitute for a narrative diagnosis.
  - 1.3. **Fixation:** All specimens originating in surgery will be put in plastic containers in 10% Formalin
  - 1.4. **Specimen submission:** In the event where a surgical procedure produces multiple specimens requiring separate identification and processing, the individual specimens **must** be placed in separate containers. The label affixed to that container, in addition to the patient's ID label and nature of specimen, **must** also bear the designation: Specimen #1, Specimen #2, etc. Multiple part specimens require only a single histopathology request form, but the number and designation of the location of each of the parts submitted **must** be included on that request form.
  - 1.5. **Transportation:**
    - 1.5.1. **Preparation for shipment:** The specimen container lid **must** be tightly closed to prevent any leak. All containers obtained during a procedure should be placed in the front zipper packet of a biohazard specimen bag marked "SPECIMEN ONLY". The bag should be zipped close. The related requisition should be placed in the back jacket of the bag marked "PAPER WORK ONLY".
    - 1.5.2. **Local shipment (Currier):** After preparation transfer the specimen to designated box to be picked up by the currier.
    - 1.5.3. **Distant shipment (FedEx):** The preparation of the specimen for shipment must be expedited for same day pickup.

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- 1.5.3.1. Place the biohazard bag in a padded envelope; place the padded envelope in a FedEx Clinical Pak, and seal.
- 1.5.3.2. Complete the preprinted FedEx airbill, check “FedEx standard overnight, next business afternoon” and check the Recipient box for billing.
- 1.5.3.3. Call FedEx for pickup.